

## Lab-Specific Safety Training Record

The University requires documentation that all laboratory personnel have received Lab-Specific Safety Training. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

It is the Principal Investigator’s responsibility to ensure all research laboratory personnel (employees, students, visiting researchers) are trained. This training must be provided initially and anytime there is a major procedural change or adverse event. This checklist is a guide to the contents you should cover in training. You must address all hazards that are applicable to your research, including: chemical, biological, physical, radiation, and task-specific training topics based on the hazards in your lab as appropriate. In addition to lab training, specific trainings are required for laboratory work at UND. Training courses are detailed at the end of this document. Contact the UND Office of Safety to schedule an in-person training session or assign training online. 777-3341 [UND.safety@UND.edu](mailto:UND.safety@UND.edu)

**Please submit the completed form to the UND Office of Safety.**

**Review the following:**

| <b>General Safety</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|--|------------|-----------|------------|
| Lab-specific standard operating procedures (SOPs) for the safe handling and use of chemical, biological, and radioactive materials         |            |           |            |
| Laboratory security – Doors remain locked when unattended, control access  |            |           |            |
| Food and beverage prohibition  |            |           |            |
| Proper laboratory attire – <u>Do</u> wear long pants/skirts and closed-toed shoes, <u>Don't</u> wear shorts or sandals                     |            |           |            |
| Wash hands prior to use of any cell phone/electronic device/computer   |            |           |            |
| Do not store personal items near or on: laboratory benches, equipment, lab coats, other PPE  |            |           |            |
| <a href="#">Physical and health hazards</a> (acute and chronic) associated with materials along with precautions taken to mitigate hazards |            |           |            |

|  | Yes        | No        | N/A        |
|--|------------|-----------|------------|
| Signs and symptoms associated with exposures to hazardous materials in the lab   |            |           |            |
| Methods and observation techniques to determine the presence or release of hazardous materials   |            |           |            |
| Procedures for working alone or after-hours, as well as instructions on procedures that will be performed alone, including safety measures (Refer to UND <a href="#">SafeCampus</a> App) |            |           |            |
| Location of signage including safety signs and emergency numbers   |            |           |            |
| How to properly clean and maintain laboratory equipment and work areas   |            |           |            |
| Procedures for transporting hazardous materials safely across campus   |            |           |            |
| Contact the Office of Safety (777-3341) to assign University required laboratory safety training in-person or via <a href="#">SafeColleges</a>   |            |           |            |
| <b>Chemicals</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Storage location of chemicals and their <a href="#">segregation by compatibility</a>   |            |           |            |
| Requirements for chemical labeling on primary and secondary containers   |            |           |            |
| Use, storage, and handling of <a href="#">gas cylinders</a> and cryogenics   |            |           |            |
| Use of specific chemicals that would warrant exposure monitoring   |            |           |            |
| <b>Biological – <a href="#">Office of Safety: Biological Safety</a></b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Annual Bloodborne Pathogen training for working with human blood, tissues, cells, or OPIM and review of the UND <a href="#">Exposure Control Plan</a> Policy                             |            |           |            |
| <a href="#">Institutional</a> and lab-specific biosafety manual  |            |           |            |
| <a href="#">Biological Waste Disposal</a>  |            |           |            |
| Biohazards and biological toxin decontamination and spill clean-up   |            |           |            |
| <b>Radiation – <a href="#">Office of Safety: Radiation Safety</a></b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <a href="#">General requirements</a> (posting, training, security)   |            |           |            |
| Contamination surveys and instrumentation  |            |           |            |

|   | Yes        | No        | N/A        |
|---|------------|-----------|------------|
| Radioisotope spills and emergencies   |            |           |            |
| Permit Holder responsibilities  |            |           |            |
| Radioisotope <a href="#">purchasing and transfer</a>  |            |           |            |
| Radioactive <a href="#">waste management/disposal</a>   |            |           |            |
| Geiger-Mueller detector operation and survey protocol   |            |           |            |
| Record keeping requirements   |            |           |            |
| Personnel <a href="#">monitoring and dosimetry</a>  |            |           |            |
| Prenatal exposure guide   |            |           |            |
| ALARA (As Low As Reasonably Achievable) principle considerations  |            |           |            |
| <b>Equipment</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Safe use of <a href="#">Chemical Fume hoods</a>   |            |           |            |
| <a href="#">Biological Safety Cabinet</a> use and training  |            |           |            |
| Proper use of other ventilation systems   |            |           |            |
| Safe and effective use of <a href="#">autoclaves</a> and validation procedure                                 |            |           |            |
| Centrifuge Safety   |            |           |            |
| <a href="#">Eyewash flushed weekly</a>  |            |           |            |
| Hand washing sink readily accessible  |            |           |            |
| <b>Personal Protective Equipment (PPE)</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <a href="#">PPE requirements</a> for personnel including selection of gloves, lab coats, safety glasses, etc. |            |           |            |
| Receipt, storage, laundering, and disposal of PPE   |            |           |            |
|   |            |           |            |

| <b>Emergency Response</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|--|------------|-----------|------------|
| Handling <a href="#">incidents</a> in the lab including exposures, needle sticks and spills  |            |           |            |
| Location of emergency equipment including spill kits, first aid kits, safety shower, eyewash stations, fire extinguishers and alarms |            |           |            |
| Emergency procedures including evacuations and spill clean-up  |            |           |            |
| Incident reporting documentation and contacting UND Office of Safety in the event of an injury (777-3341)                            |            |           |            |
| Current information posted on the door and by the phone for afterhours incidents   |            |           |            |
| <b>Waste</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Processes and locations for proper <a href="#">chemical waste disposal</a>   |            |           |            |
| How to dispose of broken glass and/or non-contaminated glass   |            |           |            |
| Procedures for disposal of highly toxic chemicals, carcinogens, DEA controlled substances, or chemotherapeutics                      |            |           |            |
| Correctly labeling and storing hazardous chemical waste and waste containers (contents, fill date, hazards)                          |            |           |            |
| <b>Documentation</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Location of Safety Data Sheets, lab-specific SOPs, and laboratory safety manual  |            |           |            |
| Training requirements for all laboratory personnel   |            |           |            |
| <a href="#">Incident report forms</a>  |            |           |            |
| Recent laboratory <a href="#">safety audit</a> reports   |            |           |            |
| <b>Occupational Health</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <a href="#">Occupational Health policy</a> and requirements  |            |           |            |
| How to get vaccinated, medically evaluated, or fitted for respiratory protection   |            |           |            |
| Location and contact information for the Occupational Health Clinic:<br>Altru Occupational Health (701) 780-1947                     |            |           |            |

**Additional Site Specific Topics:** Topics may include: animal safety, equipment, DEA controlled substances, documentation, etc.

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**Certification:**

In accordance with the OSHA Laboratory Safety Standard and the University Safety Program, the individuals listed below have been provided Lab-Specific Safety Training.

| PRINTED NAME | SIGNATURE | DATE |
|--------------|-----------|------|
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|              |           |      |

**I certify that the topics indicated on this training checklist were covered (as applicable) in this session.**

**Instructor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of training:** \_\_\_\_\_

**UND Training courses required (based on work assignment) include:**

|  |  |
|--|--|
| <b>General Laboratory Safety</b>                             | All Laboratories   |
| <b>Principles of Biosafety</b>                               | Personnel working with biological substances   |
| <b>Animal Biosafety &amp; Occupational Health</b>            | Personnel working with animals   |
| <b>IACUC Training Requirements (contact IACUC)</b>           | Personnel working with laboratory animals  |
| <b>Radiation (contact Radiation Safety Officer)</b>          | Personnel working with radiation   |
| <b>Hazard Communication</b>                                  | Personnel working with chemicals   |
| <b>Bloodborne Pathogen Training for Laboratory Personnel</b> | Personnel working with human blood, bodily fluids, tissues, cell lines or exposure to OPIM |
| <b>Biological Materials Shipping Training</b>                | Personnel shipping biological materials and/or dry ice                                     |

**Important Contacts**

[Office of Safety](#) ..... 777-3341

Biological Safety Officer ..... 777-2444

Environmental Health & Safety/Radiation ..... 777-5931

Altru Occupational Health ..... 780-1947

UND Operations Center ..... 777-2591

[UND Police Department](#) ..... 777-3491

[Center for Biomedical Research](#) ..... 777-4493

UND IACUC <https://und.edu/research/resources/committees/iacuc.html>

UND IBC <https://und.edu/research/resources/committees/institutional-biosafety-committee.html>

| <a href="#">Available Laboratory Training Courses</a>  | Biological | Chemical | Radiation | Animal | Specialized | Frequency     |
|--|------------|----------|-----------|--------|-------------|---------------|
| Animal Biosafety & Occupational Health Plan  |            |          |           | •      |             | Every 3 years |
| Biological Materials Shipping Training   | •          |          |           | •      | •           | Every 2 years |
| Bloodborne Pathogen Exposure Prevention  |            |          |           |        | •           | Post-Incident |
| Bloodborne Pathogen Training for Laboratory Personnel  | •          |          |           |        |             | Annual        |
| Bloodborne Pathogens - Medical Facility Employee   |            |          |           |        | •           | Annual        |
| Fire Extinguisher Safety (online or in-person, contact Office of Safety)                           | •          | •        | •         | •      | •           | Every 5 years |
| General Laboratory Safety  | •          | •        | •         | •      |             | Every 3 years |
| Hazard Communication   | •          | •        | •         | •      |             | Once          |
| <b><i>IACUC (CITI) - Consult with <a href="#">IACUC</a> for Specific Training Requirements</i></b> |            |          |           | •      |             |               |
| Principles of Biosafety  | •          |          |           | •      |             | Every 3 years |
| <b><i>Radiation Training – Contact Radiation Safety Officer (777-5931)</i></b>                     |            |          | •         |        |             |               |
| Respiratory Protection   |            |          |           | •      | •           | Annual        |
| Science Laboratory Chemical Spills   | •          | •        | •         | •      |             | Every 3 years |

**Note: Students/visiting students who are not employees are not covered under the UND workers’ compensation plan and do not have access to SafeColleges training.** Supervisors are responsible in ensuring individuals receive appropriate training, hazard/exposure risk awareness, and PPE to perform job duties. Students/visiting students need to sign a volunteer waiver form to ensure they understand the risks and personal responsibilities. Departments may also elect to provide volunteer workers’ compensation.

Contact UND Office of Safety for more information and available training resources outside of SafeColleges.



| <a href="#">UND Office of Safety Policies</a>  | Biological | Chemical | Radiation | Animal | Specialized |
|--|------------|----------|-----------|--------|-------------|
| Animal Transport and Biosecurity   |            |          |           | •      |             |
| Autoclave Use for Sterilization of Materials and Biological Waste                                      | •          |          |           | •      |             |
| Biological Safety Cabinet  | •          |          | •         | •      |             |
| Bloodborne Pathogens Exposure Control Plan (those who handle human blood/fluids/tissues/cells or OPIM) | •          |          |           |        | •           |
| Communicable Diseases  | •          | •        | •         | •      | •           |
| Incident Reporting   | •          | •        | •         | •      | •           |
| Institutional Biological Safety  | •          |          |           | •      | •           |
| Occupational Health Plan (those who care or use animals and their tissues/fluids)                      |            |          |           | •      |             |
| Respiratory Protection Program   |            |          |           | •      | •           |
| Sharps   | •          | •        | •         | •      | •           |
| Transport, Shipment, and Receipt of Hazardous Materials and Dangerous Goods                            | •          | •        | •         | •      | •           |