

In a recent audit, UTSA's Auditors noted that the mandated **Laboratory Specific Training** conducted by the PI or the Laboratory Supervisor was not sufficiently documented and tracked. As a resolution, the Laboratory Safety Division (LSD) worked with the Chemical Safety Committee (CSC) to develop a process for tracking **laboratory specific training**. Beginning September 2013, LSD will be checking documentation of **Laboratory Specific Training**



during laboratory evaluations. Lack of documentation will not be cited as a deficiency during a laboratory's first evaluation of the fiscal year. It will be cited if lacking during the second visit of FY 2014. Additional follow-ups will be done for low hazard laboratories which are only evaluated once per fiscal year.

In our office we utilize a database for tracking safety data. LSD has a portion of this database for evaluations, inventories, and risk assessments for each laboratory. We have developed a section each PI or laboratory supervisor can log into using their Network ID (abc123) and password. It will allow the PI or laboratory supervisor to sign off on the statement listed below, prior to each laboratory evaluation.

"I have trained all staff and students in my laboratory on the hazards of the specific chemicals located and/or used in my laboratory." ✓

In order to comply with the documentation requirement, LSD offers several options.

One option is for the laboratory to establish a safety notebook of protocols/risk assessments and (M)SDS's for all hazardous chemicals used. The notebook should contain a signature page where each person signs after reading all of the contents of the notebook. This option is called **Read and Sign**. Any new items would need to be added to the notebook and signatures acquired for these items.

A second option is to have an initial safety training presentation with each person in the laboratory and document the topics covered with a signature

sheet. After that, new items could be discussed at laboratory meetings with a signature sheet of attendees and the topic(s) described on the sheet.

A third option is to have a checklist of all specific training topics to be covered. This checklist would need to be reviewed and signed for each person in the laboratory. New items would need to be separately documented for existing personnel (staff and students) and added to the checklist for future personnel.

A fourth option is to develop your own method of documentation for specific training. 🎁 Before this documentation is utilized, please have it reviewed by LSD personnel or the CSC for appropriateness.

For highly hazardous chemicals or processes, a training process that involves verbal as well as demonstration training along with proved proficiency before a person is allowed to "solo" is recommended with each portion of the training documented.

Laboratory specific training should address these types of issues (this list is not all-inclusive!):

1. The specific types of hazards present in the lab, including chemicals, gases, cryogenics, instruments and machinery. Special attention should be paid to particularly hazardous substances.
2. Restrictions to work permitted in the lab such as materials and processes that need special permission to perform or use.
3. The laboratory's "working alone" restrictions and restrictions for unattended procedures.
4. Laboratory working hours.

