

Laboratory-Specific Biosafety Training Checklist

Purpose: The Biosafety group in Environmental Health and Safety (EHS) has developed this Laboratory-Specific Biosafety Training Checklist to help ensure all personnel at ASU working with infectious organisms and/or recombinant DNA are adequately trained. The form is to be maintained in the laboratory and be available for review by EHS Biosafety personnel. Questions regarding this checklist should be sent to biosafety@asu.edu.

To the Principal Investigator or Designee (e.g., Laboratory Manager, Supervisor): Please discuss the following checklist with your new employee/student. Check the box of each item as it is completed.

Employee/Student Name: Date Assigned:

Principal Investigator (PI): IBC Disclosure Number:

Topic	Date Completed
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A. General

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|---|--|---|--|---|--|--|--|
| <input type="checkbox"/> The employee/student has completed all applicable EHS Safety Training programs.
{ http://cfo.asu.edu/ehs-training-table } | <input type="text"/> | | | | | | |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Biosafety & Bloodborne Pathogens Training</td> <td style="width: 50%;"><input type="checkbox"/> Laboratory Safety Training</td> </tr> <tr> <td><input type="checkbox"/> Fire Safety & Prevention Training</td> <td><input type="checkbox"/> NIH Recombinant DNA Training</td> </tr> <tr> <td><input type="checkbox"/> Hazardous Waste Management Training</td> <td></td> </tr> </table> | <input type="checkbox"/> Biosafety & Bloodborne Pathogens Training | <input type="checkbox"/> Laboratory Safety Training | <input type="checkbox"/> Fire Safety & Prevention Training | <input type="checkbox"/> NIH Recombinant DNA Training | <input type="checkbox"/> Hazardous Waste Management Training | | |
| <input type="checkbox"/> Biosafety & Bloodborne Pathogens Training | <input type="checkbox"/> Laboratory Safety Training | | | | | | |
| <input type="checkbox"/> Fire Safety & Prevention Training | <input type="checkbox"/> NIH Recombinant DNA Training | | | | | | |
| <input type="checkbox"/> Hazardous Waste Management Training | | | | | | | |
| <input type="checkbox"/> The employee/student is trained in the standard microbiological practices and procedures for the laboratory. | <input type="text"/> | | | | | | |
| <input type="checkbox"/> The employee/student is trained in the proper work practices to ensure adequate protection from the hazards in the laboratory. | <input type="text"/> | | | | | | |
| <input type="checkbox"/> The employee/student is trained in the proper use and preparation of laboratory disinfectants. | <input type="text"/> | | | | | | |
| <input type="checkbox"/> The employee/student is trained in autoclave procedures, particularly pertaining to decontamination of biohazardous material. | <input type="text"/> | | | | | | |
| <input type="checkbox"/> The employee/student is trained in the proper decontamination and disposal methods for biohazardous materials. | <input type="text"/> | | | | | | |
| <input type="checkbox"/> The employee/student is trained in the proper procedures for all equipment in the laboratory, including chemical fume hoods, biological safety cabinets, and centrifuges. | <input type="text"/> | | | | | | |
| <input type="checkbox"/> The employee/student is trained to understand the facility requirements (e.g., door to laboratory kept closed, temperature settings, no gloved hands in hallways, use of secondary transport containers). | <input type="text"/> | | | | | | |
| <input type="checkbox"/> The employee/student is trained in the security requirements for biohazardous materials present in the laboratory. | <input type="text"/> | | | | | | |

B. Emergency Procedures

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| <input type="checkbox"/> The employee/student is aware of all applicable safety signs (e.g., biohazard, fire, and radioactive signage), their meaning, and any requirements for entry. | <input type="text"/> |
| <input type="checkbox"/> The employee/student is aware of the building emergency evacuation route (primary and secondary) and outside assembly area. | <input type="text"/> |
| <input type="checkbox"/> The employee/student is aware of the location of emergency exit aisles and doors. | <input type="text"/> |
| <input type="checkbox"/> The employee/student is aware of the location of the chemical and biological spill kits and is knowledgeable in how to clean up spills. | <input type="text"/> |
| <input type="checkbox"/> The employee/student is aware of the location of the eyewash and safety shower and directions for. | <input type="text"/> |
| <input type="checkbox"/> The employee/student is aware of the location of the first aid kit (if available). | <input type="text"/> |
| <input type="checkbox"/> The employee/student knows the location of the nearest fire alarm pull box and nearest fire extinguisher. | <input type="text"/> |
| <input type="checkbox"/> The employee/student knows how to contact the PI, especially during after-hours emergencies. | <input type="text"/> |

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Topic	Date Completed
C. Personal Protective Equipment (PPE)	
<input type="checkbox"/> The employee/student is trained to know the appropriate personal protective equipment to wear to ensure adequate protection from the hazards in the laboratory.	<input type="text"/>
<input type="checkbox"/> The employee/student is trained to know the limitations of the personal protective equipment.	<input type="text"/>
D. Employee/Student Health	
<input type="checkbox"/> The employee/student is aware of the requirements of the Animal Medical Surveillance Program . { http://researchintegrity.asu.edu/sites/default/files/IRB/OHSP_questionnaire.doc }	<input type="text"/>
<input type="checkbox"/> The employee/student is aware of all biological, chemical, radiological, and other hazards in laboratory.	<input type="text"/>
<input type="checkbox"/> The employee/student knows and understands the signs and symptoms associated with exposure to the hazards in the laboratory, including any infectious agents, recombinant DNA, and how exposure can occur (e.g., skin contact, respiratory, eyes).	<input type="text"/>
<input type="checkbox"/> The employee/student is aware of the information regarding immune competence and conditions that may predispose them to infection (e.g., indicate any conditions that would make them more susceptible to infection or impact their ability to receive immunizations or prophylactic treatment).	<input type="text"/>
<input type="checkbox"/> The employee/student is trained to know that laboratory coats worn in the laboratory or any area where they may have become contaminated with hazardous chemicals, biohazardous materials, and/or animal dander, are not to be worn in common areas such as break rooms or cafeterias.	<input type="text"/>
<input type="checkbox"/> The employee/student is trained to know methods for contamination control (e.g., hand washing, prompt clean-up of spills, general housekeeping).	<input type="text"/>
<input type="checkbox"/> The employee/student is trained to know that eating, drinking or storage of food/beverages is not permitted in any laboratory area.	<input type="text"/>
E. Reporting	
<input type="checkbox"/> The employee/student is trained in the proper procedures to report accidents and injuries (e.g., review the need to report incidents to supervisor immediately, types of incidents that need to be reported, and how the process works). { http://cfo.asu.edu/ehs-incident-reporting }	<input type="text"/>
<input type="checkbox"/> The employee/student is trained to reporting any significant problems in the laboratory, violations of the NIH Guidelines, or any significant research-related accidents and illnesses to the PI and institutional Biological Safety Officer immediately.	<input type="text"/>
F. Safety References	
<input type="checkbox"/> The employee/student has reviewed and understands the ASU Biosafety Manual . { http://www.asu.edu/uagc/EHS/documents/biosafetymanual.pdf }	<input type="text"/>
<input type="checkbox"/> The employee/student has reviewed and understands the ASU Exposure Control Plan if required. { http://www.asu.edu/uagc/EHS/documents/bloodborne_pathogens_plan.pdf }	<input type="text"/>
<input type="checkbox"/> The employee/student has been provided the instructions for how to access the NIH Guidelines . { http://oba.od.nih.gov/oba/rac/Guidelines/NIH_Guidelines.htm }	<input type="text"/>
<input type="checkbox"/> The employee/student has been provided the instructions for how to access the CDC/NIH document, Biosafety in Microbiological and Biomedical Laboratories (BMBL) . { http://www.cdc.gov/biosafety/publications/bmbl5/index.htm }	<input type="text"/>
<input type="checkbox"/> The employee/student has reviewed and understands the Laboratory-Specific Safety Plan .	<input type="text"/>

I have met with this employee/student and discussed this information with him/her.

PI/Designee Signature: _____ Date:

My supervisor has explained the items checked above to me. I understand this information and feel comfortable with my knowledge and ability to adhere to safety practices, laws, rules and guidelines.

Employee/Student Signature: _____ Date: