# RESEARCH LABORATORY TRAINING CHECKLIST

## Review Signs
- Space Hazard Sign
- Chemical Storage, Carcinogens, Electrical hazards
- Container labels for chemicals not in primary container

## Chemical Hygiene Plan
- Location of Plan and required to read prior to working in lab
- Location of Protocol and required to read prior to working in lab

## IBC Protocol (if applicable)
- Location of Protocol and required to read prior to working in lab

## Safety Showers and Eyewash
- Location and proper use
- Do not block

## Fire Safety
- Location and proper use of Fire Extinguisher (PASS) 
- Do not block Fire Extinguisher or Electrical Panels
- Fire Doors remain closed. Do not prop open.
- All flames must be attended

## Gas Cylinders
- Proper use and storage.
- Must be capped when not in use.

## Vacuum Flask (if applicable)
- Proper use. Need to be wrapped.

## Fume Hood
- Proper use
- Flow rate needs to be between 90 and 120 fpm
- Do not overcrowd and close sash when not in use

## Bio-Safety Cabinet (if applicable)
- Proper use
- Ensure it has been certified annually prior to use.

## Personal Protective Equipment
- Identify hazards that may require protection, both chemical and physical
- Complete an accurate description of the tasks requiring PPE and review with student
- Provide proper PPE and train users on proper use and function of PPE

## MSDS
- Inform user of the chemical application, health hazards and physical properties prior to using a chemical
- Provide location of MSDS to the user and reiterate it is students responsibility to read and understand.
- Ensure only approved chemicals are used in the laboratory

## Chemical Safety
- Identification of hazards
- Location of Chemical Incompatibility Chart
- Maintain accurate Chemical Inventory
- Date peroxide formers when opened. Do not store for more than one year.
- Select agent handling protocol and Controlled substance handling protocol (if applicable)

## General Housekeeping
- Work clean
- Do not store glass bottles on the floor
- All storage must be 24" below ceiling
- No food or drinks in the lab

## Waste
- Proper labeling for waste containers
- Proper segregation of incompatibles
- Keep waste containers closed
- WFU Biohazard Waste Management Plan (if applicable)
- Proper use and disposal of sharps and broken glass

## Emergencies and Spills
- Emergency contact list
- University Police and EHS Office contact information
- Proper procedures for spills or emergencies

## Lab Specific Hazards
- Review all lab specific hazards (if applicable) – including Electrophoresis, Radiation Safety, Laser Safety, etc.

## Laboratory Equipment
- Review procedures for all standard laboratory equipment

## Blood borne Pathogens (if applicable)
- Review Exposure Control Plan
- Offer Hepatitis B Vaccine

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*I have presented all above marked information to the individual listed below:*

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<thead>
<tr>
<th>Principle Investigator / Faculty Member</th>
<th>Signature</th>
<th>Date</th>
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*I have received all above marked information from the Principle Investigator / Faculty Member indicated above:*

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<thead>
<tr>
<th>Laboratory Student</th>
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REV. DATE: 09/02/2010