Rice University Environmental Health and Safety

Laboratory-Specific Safety Training Attendance Record

Department: _____ Principal Investigator: _____

This document is intended to be a guide for laboratory specific training and mentoring for all new or existing researchers in the laboratory. The hazard specific sections of this document must be completed by the PI or their designee to create a standard for training that is specific to your lab. It should be updated anytime a new hazard or major process is introduced in the laboratory. It is recommended that this training be completed prior to the start of work in a laboratory. OSHA requires this training be completed within 30 days of new work practices. The principal investigator (or alternate) should cover all appropriate topics with the trainee and document that training in the table at the end of this document.

General Laboratory Safety:

General topics to be covered:

1. Location of all protocols, procedures, and safety manuals and availability when PI or designee is not available.
2. Review of all protocols and procedures to be performed by the researcher highlighting the proper use of hazardous materials and their proper disposal.
3. Storage locations of biological agents, controlled drugs, lasers, and x-ray producing devices and the importance of securing these materials and devices after use.
4. Location(s) for the use of any, drugs, biological agents, lasers, and x-ray producing devices and the procedures for cleanup, decontamination and documentation of materials used.
5. Review of specific biological agents, chemicals, lasers, x-ray producing devices and their hazards.
6. Location of chemical storage areas and proper lab protocol for storage, segregation, and use.
7. Review of specific handling procedures for high hazard chemicals such as pyrophorics, organic peroxides, and other acute hazardous chemicals.
8. Location of all waste collection areas and review of all waste collection protocols including chemical, biological and glass waste.
9. Location of personal protective equipment including the proper use of personal protective equipment that must be worn in the laboratory.
10. Provide instruction on the proper and safe use of all laboratory equipment.
11. Locations of eyewash stations, safety showers, and spill kits.
12. Emergency procedures including contact numbers and spill response instructions.
13. Location of all life safety devices and review procedures including fire extinguishers, pull stations, and exit routes.
14. Procedures on ordering and disposal of materials used in the laboratory.
15. All Safety Data Sheets (SDS) for the chemicals present in your lab can be obtained in Bioraft. Describe how to gain access to Bioraft, what computer the researcher can use, and how to print the appropriate SDS in the event of an emergency.

List of Procedures and Processes Requiring Prior Authorization from the Principal Investigator. Include all procedure names or process descriptions.

Biological Materials (Skip if not applicable):

List the biohazardous substances that may be found in the laboratory, including rDNA and its products that may pose a hazard to the health of laboratory staff, community, or if released into the environment:

List the symptoms associated with exposure to the materials listed above:

The following disinfectants and contact times are appropriate for the biohazards presented by the biological materials found in the lab. (e.g. 10% household bleach and 6% hydrogen peroxide are an acceptable disinfectant if the solution less than 48 hours old. You may substitute another product if it is compliant with OSHA bloodborne pathogens standard, and is certified to have germicidal activity on Mycobacterium tuberculosis, Staphylococcus aureus, and HBV. All commercial disinfectant must be mixed and used per manufacturers recommendations)

Biosafety topics to be covered:

1. Aseptic technique
2. Personal protective equipment (*i.e*. PPE as detailed in Biosafety Manual and BMBL)
3. Activities of concern (*e.g*. sonication, centrifugation, sharps use etc.)
4. Containment requirement (*e.g.* Biosafety Level 1 or 2)
5. Disinfection and sterilization procedures (as detailed in Biosafety Manual and Spill Response Plan)

6. Biological and biohazardous waste management
7. Locations of required signs, notices, and EHS Biological Safety Manual
8. Where biological material is used and stored within the lab(s) and restrictions on that use
9. Review of written protocols involving biological and biohazardous materials
10. Review emergency procedures (from Laboratory Safety Manual)
11. Location of safety equipment (*e.g*. spill kits, spill cleanup materials, eye wash, safety shower *etc*.)
12. Review incident reporting procedures

Lasers (Skip if not applicable):

Please fill out the chart below to include all class 3b and 4 lasers operating in the lab. These lasers must also be entered into the Equipment section of your Bioraft Account.

Location (Building / Room #)	Serial #	Model	Wavelength	Power	Class (3b/4)

Laser safety topics to be covered:

1. Any specific safety concerns for the lasers listed above.
2. A description of your laser set up, it's purpose and the route of the beam path.
3. Highlight any safety barriers installed in the setup and their importance.
4. Identify the appropriate eye protection for each laser in the table above, its location in the lab, and when it should be used.
5. Identify the laser in use light switch and describe it's use.
6. Identify the Emergency Power Off Button (EPO) and describe it's use.
7. Highlight any lab specific procedures for entering or exiting the laser controlled area.
8. Describe any lab specific SOPs regarding laser use such as alignment procedures.

Radioactive Materials (Skip if not applicable):

Please Fill out the table below to include all isotopes and spaces in your lab. These must be approved by the RSO.

Approved Isotope	Approved Location (Building / Room#)	Project

Radiation safety topics to be covered:

1. Location of all permit paperwork, including access in the absence of the permit holder.
2. Permit review including approved nuclides, limits, laboratories, users, and any other restrictions.
3. Locations of required signs, notices, and EHS Radiation Safety Manual.

4. Where radioactive material is used within the lab(s) and restrictions on that use.
5. Storage location(s) and procedures for radioactive material security and storage.
6. Radioactive material waste segregation and disposal forms and inventory forms properly signed and dated.
7. Review of written protocols involving radioactive material.
8. Radiological safety considerations and potential for the generation of airborne radioactive material.
9. Special handling techniques which will minimize exposure when handling radionuclides.
10. Instruct trainee on the proper use of survey equipment and techniques.
11. Frequency for both routine and post operational surveys as applicable to your laboratory.
12. Availability of appropriate personal protective equipment and a discussion of its importance.

_____ _____

Signature of P.I. or Alternate Date of last document update

Trainee's Full Name	Trainee's Net ID	Initial or New Hazard? List New Hazards	Date Trained	Trainer Name

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