**Laboratory-Specific Biosafety Training Checklist**

Purpose: Risk Management Services has developed this laboratory-specific Biosafety Training Checklist to help ensure all personnel at UNT working with potential biohazards and recombinant/synthetic nucleic acid molecules are adequately trained. The form is to be maintained in the laboratory and be available for review by UNT Biosafety and Biosecurity personnel. Questions regarding this checklist should be sent to biosafety@unt.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:**Click or tap here to enter text. **Date Assigned:**Click or tap here to enter text.

**Principal Investigator:**Click or tap here to enter text. **IBC #:**Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Topic** |  | **Date** |
| 1. **General**
 |  | **Completed** |
| [ ] The employee/student has completed all ***applicable*** initial in-person and/or online RMS safety training programs. | Click to enter a date. |
| [ ]  Biohazardous waste/Autoclave Safety | [ ]  Hazard Communication and GHS  |  |
|  [ ]  Biosafety (BSL-1 and BSL-2)  | [ ]  Haz Mat Transportation  |  |
|  [ ]  Bloodborne Pathogens  | [ ]  NIH Guidelines  |  |
|  [ ]  Chemical Lab Safety  | [ ]  Animal Biosafety  |  |
|  [ ]  Gas Cylinder Handling | [ ]  Radiation Safety |  |
|  [ ]  Chemical Fume Hood Safety | [ ]  Radiation Producing Device |  |
|  [ ]  Other Click here to enter text. |  |
| [ ] The employee/student is trained in the standard microbiological practices and procedures for the laboratory. | Click to enter a date. |
| [ ] The employee/student is trained in the proper work practices to ensure adequate protection from the hazards in the laboratory. | Click to enter a date. |
| [ ] The employee/student is trained in the proper use and preparation of laboratory disinfectants. | Click to enter a date. |
| [ ] The employee/student is trained in autoclave procedures, particularly pertaining to decontamination of biohazardous material. | Click to enter a date. |
| [ ] The employee/student is trained in the proper decontamination and disposal methods for biohazardous materials. | Click to enter a date. |
| [ ] The employee/student is trained in the proper procedures for all equipment in the laboratory, including chemical fume hoods, biological safety cabinets, and centrifuges | Click to enter a date. |
| [ ] 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). | Click to enter a date. |
| [ ] The employee/student is trained in the security requirements for biohazardous materials present in the laboratory. | Click to enter a date. |
| 1. **Emergency Response**
 |
| [ ] The employee/student is aware of all applicable safety signs (e.g., biohazard, fire, and radioactive signage), their meaning, and any requirements for entry. | Click to enter a date. |
| [ ] The employee/student is aware of the building emergency evacuation route (primary and secondary) and outside assembly area. | Click to enter a date. |
| [ ] The employee/student is aware of the location of emergency exit aisles and doors. | Click to enter a date. |
| [ ] The employee/student is aware of the location of the chemical and biological spill kits and is knowledgeable in how to clean up spills. | Click to enter a date. |
|

|  |
| --- |
| [ ] The employee/student is aware of the location of the eyewash and safety shower and directions for use. |
|  |

 | Click to enter a date. |
| [ ] The employee/student is aware of the location of the first aid kit (if available). | Click to enter a date. |
| [ ] The employee/student knows the location of the nearest fire alarm pull box and nearest fire extinguisher. | Click to enter a date. |
| [ ] The employee/student knows how to contact the PI, especially during after-hours emergencies. | Click to enter a date. |
| 1. **Personal Protective Equipment (PPE)**
 |
| [ ] The employee/student is trained to know the appropriate personal protective equipment to wear to ensure adequate protection from the hazards in the laboratory. | Click to enter a date. |
| [ ] The employee/student is trained to know the limitations of the personal protective equipment. | Click to enter a date. |
| 1. **Employee/Student Health**
 |
| [ ] The employee/student is aware of the requirements of the Animal Medical Surveillance Program. | Click to enter a date. |
| [ ] The employee/student is aware of all biological, chemical, radiological, and other hazards in laboratory. | Click to enter a date. |
| [ ] The employee/student knows and understands the signs and symptoms associated with exposure to the hazards in the laboratory, including any infectious agents, recombinant/synthetic nucleic acid molecules, and how exposure can occur (e.g., skin contact, respiratory, eyes). | Click to enter a date. |
| [ ] 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). | Click to enter a date. |
| [ ] 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. | Click to enter a date. |
| [ ] The employee/student is trained to know methods for contamination control (e.g., hand washing, prompt clean-up of spills, general housekeeping). | Click to enter a date. |
| [ ] The employee/student is trained to know that eating, drinking or storage of food/beverages is not permitted in any laboratory area. | Click to enter a date. |
| 1. **Reporting**
 |
| [ ] 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). | Click to enter a date. |
| [ ] 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. | Click to enter a date. |
| 1. **Safety References**
 |
| [ ] The employee/student has reviewed and understands the **UNT Biosafety Manual.** | Click to enter a date. |
| [ ] The employee/student has reviewed and understands the **UNT Exposure Control Plan** if required. | Click to enter a date. |
| [ ] The employee/student has been provided the instructions for how to access the [**NIH Guidelines**](https://osp.od.nih.gov/biotechnology/nih-guidelines/)**.** | Click to enter a date. |
| [ ] The employee/student has been provided the instructions for how to access the CDC/NIH document, [**Biosafety in Microbiological and Biomedical Laboratories**](https://www.cdc.gov/biosafety/publications/bmbl5/index.htm)*(BMBL).* | Click to enter a date. |
| [ ] The employee/student has reviewed and understands the **Laboratory-Specific Safety Plan (BSL-2 Labs)**. | Click to enter a date. |

***Note: Most RMS safety trainings require annual refresher trainings. Be sure to document refresher trainings for your records.***

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

**PI/Designee Signature: Date:** Click to enter a 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:** Click to enter a date.

|  |
| --- |
| **Refresher Trainings** |
| **Training** | **Date Completed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |