**SAFETY TRAINING CHECKLIST**

**FOR NON-LABORATORY RESEARCH LABORATORY EMPLOYEES**

Research Service employees who work with hazards must have initial and annual safety training specific to their occupational and study related hazards. The Principal Investigator (PI) or designee is responsible for conducting initial and annual training. Employees (and PI) complete and date this form, the PI must sign at the bottom then return to the Subcommittee on Research Safety (SRS) coordinator. This form is documentation that safety training has occurred.

This form titled *00\_Research Safety Training Checklist 2024 Non-Lab Personnel* and all training materials listed on this form are on the R-Drive ([R:\All\_Staff\Training\Training Material\Checklist and Materials](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials)).

|  |  |
| --- | --- |
| **General Lab Safety:** | |
| 1. Done | Review Infection control information: [*3\_Guidelines for Handling Biological Hazards 2023*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\3_Guidelines%20for%20Handling%20Biological%20Hazards%202023.pdf) and [*13\_AMR Infection Control and Bloodborne Pathogens*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\13_AMR%20Infection%20Control%20and%20Bloodborne%20Pathogens.pdf) |
| **Training that is required for entrance to secure research wings:** | |
| 1. Done   N/A | Biosecurity training at CITI (<https://about.citiprogram.org>) (see instructions “CITI training instructions for New Employees” R:\All\_Staff\Training\Training Material) Training is only required once. If you have already completed the training, training dates are available at [R:\All\_Staff\Database](file:///R:\All_Staff\Database). |
| 1. Done   N/A | Complete “Hazards in the Research Service” in TMS (VA 4637138) |
| **Training that is required if shipping samples:** | |
| 1. Done   N/A | DOT training (for ground shipping) within last 3 years and/or IATA training (for air shipping) within past 2 years. Online CITI training “Shipping Regulated Biological Materials” at <https://about.citiprogram.org> |
| **Training that is required if working with liquid nitrogen or dry ice:** | |
| 1. Done   N/A | Review use of liquid nitrogen or dry ice: [*9\_Cryogenic Safety*](file:///R:\All_Staff\Training\Training%20Material\Checklist%20and%20Materials\9_Cryogenic%20Safety.pdf) |

**PERSONNEL**

**Training Roster:** Names below confirm that employee(s) participated in safety training for working with

specific hazards in laboratory and completed additional training on dates provided.

PI signature below certifies that all employees have completed appropriate training.

**BEFORE PI signature, save an un-signed working copy for future use. Form will lock once signed.**

*As needed training*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name**  *Include PI on list*  *PI should also sign below* | Biological Hazards, Infection Control and Bloodborne Pathogens | Hazards in Research | DOT – Land Shipping | IATA – Air Shipping | Cryogenic Training |
| **Printed Name** | **Training Date** | **Training Date** | **Training Date** | **Training Date** |  |
| PI:Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |
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As Principal Investigator, I confirm that this initial or annual laboratory training review has been completed under my direction by all research staff listed above. I certify that all training dates are accurate.

**BEFORE PI signature, save an un-signed working copy for future use. Form will lock once signed.**

Principal Investigator: Click or tap here to enter text. Date: Click or tap to enter a date.

PI Signature