

ABSL-1

LAB ORIENTATION & TRAINING CHECKLIST

Lab Member:	Lab:
Start Date:	Supervisor:
Biological Agents:	Assigned Trainer:

BASIC

Supervisor Initials	
	Complete the SciShield Access Request Form and, after adding the new user to a lab/group in SciShield , assign all job duties and IBC protocols
	Provide new user with lab coats, safety glasses, disposable gloves, and all other required PPE for animal handling
	Discuss biological, chemical, radiological, and physical hazards in the animal facility

Trainee Initials	
	Tour assigned research, animal, and office space(s) and walkthrough standard processes
	Confirm receipts of laboratory key(s) and/or RamCard access; provide emergency contact information in SciShield and for emergency lab signage
	Complete the Occupational Health Risk Assessment
	Complete the Annual Biosafety Training
	If needed, complete Bloodborne Pathogens Training
	If needed, complete Sharps Training
	If needed, complete Hazardous Waste Training
	Complete all other assigned trainings in SciShield , including animal handling and care training with LAR

Trainer Initials	
	Review safety procedures for standard lab equipment, including pipettes, centrifuges, hoods, microscopes, shakers, incubators, and autoclaves
	Identify emergency equipment throughout the laboratory and building, including eyewash stations, douse showers, fire extinguishers, and first aid kits
	Review the use of sharps, including handling, disposal, and exposure response
	Locate nearby evacuation routes, rally points, emergency procedures, and alarms
	Discuss biosecurity and restricted access to animal facilities
	Review loose animal capture kits and bite/exposure procedures

SCIENCE >>>

Trainer Initials	
	Review safety procedures for specialized lab equipment, including cryostats, microtomes, tissue homogenizers, flow cytometers, mass spectrometers, imagers, and thermocyclers
	Outline process for treatment and storage of biohazardous solid, liquid, and sharps waste
	Confirm secure recording and storage of lab data, both electronic and hard copy formats
	Review specific agent procedures and safety precautions when handling animals

Mentor/Trainer I completed lab-specific orientation for the lab member as documented above on _____.	Lab Member I received lab-specific orientation and training as outlined in this checklist and understand the hazards associated with work in the laboratory.
Signature:	Signature:

