

# ABSL-1

## LAB ORIENTATION & TRAINING CHECKLIST

<b>Lab Member:</b>	<b>Lab:</b>
<b>Start Date:</b>	<b>Supervisor:</b>
<b>Biological Agents:</b>	<b>Assigned Trainer:</b>

### BASIC

<b>Supervisor Initials</b>	
	Complete the <b>SciShield Access Request Form</b> and, after adding the new user to a lab/group in <b>SciShield</b> , 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

<b>Trainee Initials</b>	
	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 <b>Occupational Health Risk Assessment</b>
	Complete the <b>Annual Biosafety Training</b>
	If needed, complete <b>Bloodborne Pathogens Training</b>
	If needed, complete <b>Sharps Training</b>
	If needed, complete <b>Hazardous Waste Training</b>
	Complete all other assigned trainings in <b>SciShield</b> , including animal handling and care training with LAR

<b>Trainer Initials</b>	
	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 >>>

<b>Trainer Initials</b>	
	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

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

