

University of Minnesota
College of Biological Sciences
Record of Initial Training Year _____

Name _____
Department _____
Trainer name and job title _____
Date _____

Trainee Signature

Trainer Signature

Lab-specific training trainer name and job title _____
(if different from above)

Lab-specific Trainer Signature

Checklist of topics to be covered:

Chemical Safety (MERTKA, OSHA, Lab Safety Standard)

- ___ The physical and health hazards of chemicals in the laboratory
- ___ Permissible Exposure Limits
- ___ Signs and symptoms associated with exposures to chemicals in the lab
- ___ Methods and observations to detect presence or release of chemicals in the lab
- ___ Measures employees can take to protect themselves from exposure
- ___ Appropriate responses to emergency situations
 - ___ Spill responses (emergency numbers: 6-6002 during business hours, 911 at other times)
- ___ Contents, location, and availability of Lab Safety Plan
- ___ Contents, location, and availability of known reference materials (e.g. MSDSs, etc.)
- ___ General and laboratory-specific standard operating procedures
- ___ Department of Environmental Health and Safety as resource (6-6002; www.dehs.umn.edu)

Hazardous waste management (Minnesota Pollution Control Agency standard)

- ___ Definition of hazardous waste
- ___ Hazardous waste management procedures
 - ___ Use of U of M *Hazardous Chemical Waste Management Guidebook*
 - ___ Choosing hazardous waste containers and closures
 - ___ Storage and secondary containment of hazardous waste containers
 - ___ compatible and incompatible wastes
 - ___ liquid wastes
 - ___ volatile wastes
 - ___ Labeling hazardous waste storage containers
 - ___ Packing hazardous waste for pickup
 - ___ Completion of waste packing forms and arranging for pickup of wastes

TURN PAGE OVER

- ___ Container inspections
- ___ Sewering of waste (626-1604 for approval)
- ___ Evaporation of wastes - not allowable
- ___ No hazardous waste allowed in normal trash
- ___ Dealing with problem wastes (e.g. shock sensitive, water reactive)
- ___ Spill responses (emergency numbers: 6-6002 during business hours, 911 at other times)
- ___ Pollution prevention techniques
- ___ Self-auditing procedures
- ___ Laboratory-specific standard operating procedures for waste
- ___ Chemical Waste Program (DEHS) as resource (6-1604; www.dehs.umn.edu, hazwaste@tc.umn.edu)

Turn this sheet in to your department/unit office.