

**University of Minnesota**  
**College of Biological Sciences**  
**Record of Annual Refresher Training Year \_\_\_\_\_**

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Refresher trainer name and job title \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Trainer Signature

**Checklist of topics to be covered:**

Chemical Safety (MERTKA, OSHA, Lab Safety Standard)

\_\_\_ Review additions and/or changes to information relating to the following:

- 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](http://www.dehs.umn.edu))

Hazardous waste management (Minnesota Pollution Control Agency standard)

\_\_\_ Review additions and/or changes to information relating to the following:

- 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
  - 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](http://www.dehs.umn.edu), [hazwaste@tc.umn.edu](mailto:hazwaste@tc.umn.edu))

**Turn this sheet in to your department/unit office.**