Laboratory Personnel Checklist

Supervisor/PI Name: ___________________ New Worker Name: ___________________ BUA ID# _____________

Complete this form and store a copy with the lab’s safety training certificates. Return the original copy to the Biosafety Coordinator.

Prior to starting laboratory work, all lab faculty, staff, students, and volunteers must complete the following training:

**Whittier College Mandated Biosafety Training:**
- CITI Program Biosafety Training Modules completed, Date ______________
- Hazardous Waste Training completed, Date ______________
- Chemical Spill Procedures Safety Training completed, Date ______________
- Chemical Fume Hood Operation & Safety Training completed, Date ______________

**Laboratory-Specific Training & Safety Orientation:**
- Autoclave Operation & Safety Training completed N/A
- Fume hood Operation & Safety Training completed N/A
- Biosafety Cabinet Operation & Safety Training completed N/A
- Procedure and location of appropriate Personal Protective Equipment completed N/A
- Location of fire extinguishers and pull stations completed N/A
- Location of hazardous material storage completed N/A
- Procedure for hazardous material handling and transport completed N/A
- Procedure for hazardous waste labeling, registration, and accumulation completed N/A
- Location of hazardous spill kits completed N/A
- Procedure for disinfection of work areas and equipment completed N/A
- Location of first aid kits completed N/A
- Location and operation of eye wash/douse shower completed N/A
- Location and proper handling of chemicals completed N/A
- Location of the Safety Data Sheet Database completed N/A
- Location of Emergency Procedure Flipchart completed N/A
- Location of the nearest Automated External Defibrillator completed N/A
- Emergency evacuation procedure completed N/A
- Procedure for reporting injuries to the PI and Biosafety Coordinator completed N/A

**Project-Specific Training & Safety Orientation:**
- Microscope Operation & Safety Training completed N/A
- Laser Confocal Microscope Operation & Safety Training completed N/A
- Laminar Flow Hood Operation & Safety Training completed N/A
- Centrifuge Operation & Safety Training completed N/A
- PCR machine Operation & Safety Training completed N/A
- Q-PCR machine Operation & Safety Training completed N/A
- Cell Culture Training completed N/A
- Animal Culture Training: ___________________ completed N/A

New Lab Personnel: ___________________
Signature & Date

Supervisor/PI: ___________________
Signature & Date

Institutional Biosafety Officer: ___________________
Signature & Date