

Laboratory-specific biosafety training checklist

Purpose: The ASU Biosafety and Biosecurity team has developed this Laboratory-Specific Biosafety Training Checklist to help ensure all personnel at working with infectious organisms and recombinant or synthetic nucleic acid molecules are adequately trained. The form is to be maintained in the laboratory and be available for review by ASU Biosafety and Biosecurity personnel. Questions regarding this checklist should be sent to asuehs@asu.edu.

To the Principal Investigator or Designee – e.g., Laboratory Manager, Supervisor: Please discuss the following checklist with your new employee or student. Check the box of each item as it is completed.

Employee or Student Name _____ Date Assigned _____

Principal Investigator _____ IBC Disclosure # _____

Topic	Date Completed
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1. General

- The employee or student has completed all applicable **EHS Safety Training** programs. _____
ehstrainingtool.asu.edu/
 - ASU Autoclave Training
 - ASU Biosafety Training
 - Bloodborne Pathogens Training
 - Fire Safety and Prevention Training
 - Hazardous Waste Management Training
 - Laboratory Safety Training
 - NIH Recombinant/Synthetic Nucleic Acid Molecules Training
- The employee or student is trained in the standard microbiological practices and procedures for the laboratory. _____
- The employee or student is trained in the proper work practices to ensure adequate protection from the hazards in the laboratory. _____
- The employee or student is trained in the proper use and preparation of laboratory disinfectants. _____
- The employee or student is trained in autoclave procedures, particularly pertaining to decontamination of biohazardous material. _____
- The employee or student is trained in the proper decontamination and disposal methods for biohazardous materials. _____
- The employee or student is trained in the proper procedures for all equipment in the laboratory, including chemical fume hoods, biological safety cabinets, and centrifuges. _____
- The employee or student is trained to understand the facility requirements – e.g., door to laboratory kept closed, temperature settings, no gloved hands in hallways, use of secondary transport containers. _____
- The employee or student is trained in the security requirements for biohazardous materials present in the laboratory. _____

2. Emergency procedures

- The employee or student is aware of all applicable safety signs – e.g., biohazard, fire, and radioactive signage – their meaning, and any requirements for entry. _____
- The employee or student is aware of the primary and secondary building emergency evacuation routes and outside assembly area. _____
- The employee or student is aware of the location of emergency exit aisles and doors. _____
- The employee or student is aware of the location of the chemical and biological spill kits and is knowledgeable in how to clean up spills. _____
- The employee or student is aware of the location of the eyewash and safety shower and directions for. _____
- The employee or student is aware of the location of the first aid kit if available. _____
- The employee or student knows the location of the nearest fire alarm pull box and nearest fire extinguisher. _____

- The employee or student knows how to contact the PI, especially during after-hours emergencies. _____

3. **Personal Protective Equipment**

- The employee or student is trained to know the appropriate personal protective equipment to wear to ensure adequate protection from the hazards in the laboratory. _____
- The employee or student is trained to know the limitations of the personal protective equipment. _____

4. **Employee and student health**

- The employee/student is aware of the requirements of the Animal Medical Surveillance Program. _____
researchintegrity.asu.edu/animals/forms
- The employee or student is aware of all biological, chemical, radiological, and other hazards in laboratory. _____
- The employee or student knows and understands the signs and symptoms associated with exposure to the hazards in the laboratory, including any infectious agents, recombinant/synthetic nucleic acid molecules, and how exposure can occur – e.g., skin contact, respiratory, eyes. _____
- The employee or student is aware of the information regarding immune competence and conditions that may predispose them to infection. I.e., indicate any conditions that would make them more susceptible to infection or impact their ability to receive immunizations or prophylactic treatment. _____
- The employee or student is trained to know that laboratory coats worn in the laboratory or any area where they may have become contaminated with hazardous chemicals, biohazardous materials, and/or animal dander, are not to be worn in common areas such as break rooms or cafeterias. _____
- The employee or student is trained to know methods for contamination control – e.g., hand washing, prompt clean-up of spills, general housekeeping. _____
- The employee or student is trained to know that eating, drinking or storage of food/beverages is not permitted in any laboratory area. _____

5. **Reporting**

- The employee or student is trained in the proper procedures to **report accidents and injuries** – e.g., review the need to report incidents to supervisor immediately, types of incidents that need to be reported, and how the process works. cfo.asu.edu/ehs-incident-reporting _____
- The employee or student is trained to reporting any significant problems in the laboratory, violations of the NIH Guidelines, or any significant research-related accidents and illnesses to the PI and institutional Biological Safety Officer immediately. _____

6. **Safety references**

- The employee or student has reviewed and understands the **ASU Biosafety Manual**. asu.edu/ehs/documents/biosafetymanual.pdf _____
- The employee or student has reviewed and understands the **ASU Exposure Control Plan** if required. asu.edu/ehs/documents/bloodborne-pathogens-plan.pdf _____
- The employee or student has been provided the instructions for how to access the **NIH Guidelines**. osp.od.nih.gov/biotechnology/nih-guidelines/ _____
- The employee or student has been provided the instructions for how to access the CDC/NIH document, **Biosafety in Microbiological and Biomedical Laboratories**, or BMBL. cdc.gov/biosafety/publications/bmbl5/index.htm _____
- The employee or student has reviewed and understands the **Laboratory-Specific Safety Plan**. _____

I have met with this employee or student and discussed this information with them.

PI or Designee signature: _____

Date: _____

My supervisor has explained the items checked above to me. I understand this information and feel comfortable with my knowledge and ability to adhere to safety practices, laws, rules and guidelines.

Employee or student signature: _____

Date: _____

Questions? Contact ASU Environmental Health and Safety
at 480-965-1823 or email asuehs@asu.edu.

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