**Chemical Safety Laboratory Specific Training**

*This is a template. Fill in all necessary blanks, and delete all highlighted areas when complete. Add any sections necessary for your laboratory. Contact RLSS with any questions you may have.*

In order to comply with the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories (29 CFR 1910.1450) regulations, laboratory specific training must be performed for every laboratory worker, either by the Principal Investigator listed as the Approval Holder (AH) for the laboratory (or set of laboratories), or the Approval Safety Coordinator (ASC), if designated. This training, and the completion of this form, is required in addition to the General Chemical Safety Training and must be retained in the laboratory for inspection.

Approval #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Holder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following items must be covered by the AH or ASC in the laboratory specific training, and must be understood by the trainee.

1. **Document Locations:**
	1. The University & Laboratory Chemical Hygiene Plans (UCHP & LCHP) are accessible via the RLSS User Dashboard.
	2. The hazardous chemical inventory for this approval is found on the RLSS research gateway User Dashboard and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	3. The Safety Data Sheets (SDSs) for every chemical on the hazardous chemical inventory are found on the RLSS User Dashboard (and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
		1. SDSs contain information, for each chemical hazard, on all applicable OSHA Permissible Exposure Limits (PELs), recommended exposure limits in the absence of an OSHA requirement, and signs and symptoms of exposure.
2. **Hazards and Equipment Locations:**
	1. Explain the storage and segregation of hazardous chemicals.
	2. Show the location(s) and explain the purpose of the designated areas present in the laboratory.

*Delete this section if Particularly Hazardous Chemicals are not present in the laboratory.*

* 1. Explain the appropriate attire and personal protective equipment (PPE) required to work in the laboratory. Explain how to use the PPE correctly and where all required PPE can be found within the laboratory.
	2. Show the location of the first aid kit(s).
	3. Show the location of all components of the chemical spill kit, and explain how to use each component.
	4. Show the location of the safety shower, dousing and eye wash station(s) that are used for the laboratory, and explain the proper decontamination procedures.
	5. Explain proper waste disposal procedures and show where the hazardous waste containers, labels and tags are located.
	6. Show the location of the fire extinguisher(s) and emergency exit(s).
	7. Have someone who has taken the “Fighting Fires with Portable Fire Extinguishers” training explain how to properly use fire extinguishers, or require all workers to complete online “Fire Safety Awareness” UAccess Training.
1. **Engineering Controls**
	1. Review the proper use of chemical fume hoods. Note the proper level of the sash.
	2. List below, and explain the purpose and proper use of any additional engineering controls present in the laboratory (gas cabinets, shields, gas effluent scrubbers, alarms, shut-offs).
2. **Additional Safety Information**
	1. Explain what to do in emergency situations and who to contact in case of an emergency.
	2. Review regulations and proper procedures for the storage, use and disposal of any Drug Enforcement Administration (DEA) Controlled Substances. *Delete this section if the laboratory does not use or store controlled substances, or if this specific laboratory worker will not be working with laboratory controlled substances.*
	3. Review regulations and proper procedures for the storage, use and disposal of any Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulated explosives. *Delete this section if the laboratory does not use or store ATF-regulated explosives, or if this specific laboratory worker will not be working with laboratory explosives.*
	4. Explain any procedures requiring prior approval from the AH or ASC. *List procedures requiring prior approval from the AH or ASC here. If there are none, write N/A.*
	5. Explain any special procedures that occur in the laboratory. *List special procedures here. If there are none, write N/A.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, indicate that I have understood and completed this Laboratory Specific Training. I understand that by signing this document, I am responsible for reporting any drug-related felonies on my record to my Approval Holder. *Delete this last sentence if DEA Controlled Substances are not used in the laboratory, or if this specific laboratory worker will not be working with laboratory controlled substances.*

**Signature and Acknowledgement Page**

| Trainee Name (printed) | Signature | Date |
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| Trainer Name (printed) | Signature | Date |
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# Signature and Acknowledgement Page for Visitors

# Visitors (present ≤2 weeks) must receive Laboratory Specific Training and sign the below table to fulfill the minimum requirements of the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories (29 CFR 1910.1450) regulations and OSHA recommended practices for Temporary Workers.

| Name/Company or Department | Signature | Date | Project Performed |
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| Trainer Name (printed) | Signature | Date |
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