

Chemical Hygiene Plan

Appendix C: Laboratory Specific Training Template

Principal Investigators (PIs) are responsible for ensuring that all personnel who will work in their lab are trained on the hazardous materials, equipment, and processes present in their laboratory, how to protect themselves from those hazards, and how to respond to emergencies. This template is intended to be a guide and should be customized based to the specific lab.

Identification and Control of Hazards

1. Discuss the types of hazards present in the lab and where they are found:

Chemical	Ultraviolet light
Biological	Electrical/high voltage
Acutely toxic material(s) Enter text.	Vacuum/pressure
Ionizing radiation	High temperature
Compressed gases	Other Enter text.
Lasers	Other Enter text.
Electromagnetic field	Other Enter text.

2. Identify and review the location of engineering controls and demonstrate proper use and, when appropriate, ensure proficiency of user:

Chemical fume hood	Storage cabinets
Biological safety cabinet	Shielding
Glove box	Other Enter text.
Gas cabinet	Other Enter text.

3. Identify and review the required personal protective equipment, when it is required and where it is located:

Protective Clothing	Eye and Face Protection
Appropriate lab attire	Safety glasses
Lab coat	Splash goggles
Gloves	Face Shield
Disposable nitrile	Respirators (Contact EHS for requirements)
Specific (chemical resistant, autoclave, cryogen)	Filtering face piece (N95, P95, etc.)
Other	Powered air purifying respirator (PAPR)
Enter text.	Half or full-face cartridge respirator

4. Identify the location of resources:

Safety data sheets (paper or online location)	Equipment manuals
Standard operating procedures	Other Enter text.

5. Review laboratory safety rules and procedures:

Policy for working alone
Requirements for prior approval for new hazardous materials or experimental procedures
How to report safety concerns
Other Enter text.
Other Enter text.

Emergency Procedures and Incident Reporting

1. Identify the location and discuss the usage of the following:

Emergency eyewash and shower	First aid kit
Fire alarm pull station	Primary and secondary route of egress
Fire extinguisher	Other Enter text.
Spill kit	Other Enter text.

2. Review how to respond to emergencies:

Injury/illness/exposure	Unexpected utility loss
Fire (in hood, in lab, in building)	Unexpected building closure
Spill (chemical, biological, radiological)	Other Enter text.

3. Review how to report an emergency: Enter text.

4. Review how to report an incident/accident: Enter text.

Hazardous Waste

Identify the types of waste generated in the lab, where and how waste is accumulated, procedures for adding waste, and how to request waste pick-ups.

Chemical waste (liquid and solid)	Empty chemical bottles
Biological waste	Radioactive waste
Sharps and broken glass	Animal carcasses
Lab glassware/plasticware waste	Other Enter text.

Other

Identify any other training needs:

Verification of Training

Sign and date to verify training was completed:

Employee/Student Signature	Date	PI/Lab Manager Signature	Date