

Biosafety Training Record For New Personnel

PRINTED NAME: _____

P.I. LABORATORY _____

DATE: _____

TRAINING TOPIC	WHERE/ HOW TO FIND INFORMATION ON TOPIC:	REVIEWED ON: (DATE/TRAINEE INITIALS)	REVIEWED BY: (TRAINER INITIALS)
Biological Agents in the Lab			
1. Hazards of bioagents (e.g., modes of transmission, signs and symptoms of disease, etc.)	Risk Assessment/SDS for bioagents used in lab U. Biosafety Manual U. Biosafety Manual; Lab-specific Biosafety Manual and practices		
2. Methods of disinfection & decontamination for bioagents (disinfectants used & proper dilutions, surface disinfection techniques, autoclave practices, etc.)			
3. Rationale of how biosafety cabinets and other containment equipment minimize exposure risks; significance of proper biohazard signage and labeling			
4. Ordering/ shipping/ receiving/ transporting procedures for bioagents; inventory/ recordkeeping for bioagents			
5. Handling and storage for bioagents (e.g., culturing, incubation, frozen samples, cryogenic storage, etc.)			
Personal Protective Equipment, Lab Equipment & Lab Safety			
1. PPE needed; location where PPE supplied in lab; proper use of PPE	U. Biosafety Manual; Lab-specific Biosafety Manual and practices		
2. Operation procedures and best practices for using biosafety cabinets			
3. Use & maintenance of pipetting aids; proper pipetting technique; safe handling of sharps			
4. Safe use & maintenance of centrifuges, incubators, other equipment used with bioagents			
Emergency Response			
1. Procedure for biospills; use of spill kit	U. Biosafety Manual Lab-specific Biosafety Manual and practices		
2. Exposure response & reporting procedures; where to find instructions, contact numbers to call, required documents to fill out, etc.			
2. Decontamination techniques			
3. Fire/disaster response			
4. Power failure procedure			
Waste Disposal Procedures			
1. Collection, storage & disposal procedures for biological lab waste streams	U. Biosafety Manual; Lab-specific Biosafety Manual and practices		
2. Segregation & destination of the different types of biological lab waste			

This individual under my supervision has been trained for, and has demonstrated proficiency in the standard and specific procedures used in this laboratory.

_____ (PI or Lab Manager signature)

_____ Date