**Individual Training Record**

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| Trainee Name: | PI/Supervisor Name: |
| Trainee Signature: | PI/Supervisor Signature: |
| Date: | Work Location: |

I confirm receipt of training on the list of topics on all applicable material pertaining to working in the lab. In addition, all questions regarding this material have been answered. Topics have been marked with “N/A” where not applicable in the “Required by you” column.

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| A. I have completed: | Required by you? | Frequency |
| * Medical History Questionnaire (MHQ) MHQ Website :

<http://safetyservices.ucdavis.edu/article/occupational-health-services-forms>\* Required initially and updated if risk or health significantly changes |  | Once\* |

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| B. I have completed online learning or attended the following courses in: | Required by you? | Frequency |
| * [Animal Care and Use 101](https://research.ucdavis.edu/policiescompliance/animal-care-use/training-classes/animal-care-and-use-101-acu101-course/) (e-learning).
 |  | Every 3 years |
| * UC Laboratory Safety Fundamentals (e-learning).

<https://safetyservices.ucdavis.edu/training/laboratory-safety> |  | Every 3 years |
| * Personal Protective Equipment (e-learning) multiple courses as applicable to LHAT.
 |  | Once |
| * [UC Davis Bloodborne Pathogens](https://safetyservices.ucdavis.edu/training/uc-davis-bloodborne-pathogens) (e-learning)
 |  | Every 3 years |
| * [Proper Handling of Materials at Biosafety Level 1](https://safetyservices.ucdavis.edu/training/proper-handling-of-materials-at-biosafety-level-1) (e-learning)
 |  | Every 3 years |
| * [UC Davis Biosafety Level 2](https://safetyservices.ucdavis.edu/training/uc-davis-biosafety-level-2-online-training) (e-learning)
 |  | Every 3 years |
| * [UC Davis Medical Waste Management Training](https://safetyservices.ucdavis.edu/training/uc-davis-medical-waste-management-training) (e-learning)
 |  | Annual |
| * [Hazardous Waste Management and Minimization](https://safetyservices.ucdavis.edu/training/hazardous-waste-management-and-minimization) (e-learning)
 |  | Every 3 years |
| * [Aseptic Technique](https://research.ucdavis.edu/policiescompliance/animal-care-use/training-classes/aseptic-technique/) (instructor lead training –ILT)
 |  | Once |
| * Species Specific Training (e-learning)
 |  | Once |
| * [Zoonosis of Nonhuman Primates](https://research.ucdavis.edu/policiescompliance/animal-care-use/training-classes/zoonoses-of-nonhuman-primates/) (e-learning)
 |  | Once |
| * [Controlled Substances Training](https://safetyservices.ucdavis.edu/training/controlled-substances) (e-learning)
 |  | Once |
| * [Safe Use of Biological Safety Cabinets](https://safetyservices.ucdavis.edu/training/safe-use-biological-safety-cabinets) (e-learning)
 |  | Once |
| * [Fume Hood](https://safetyservices.ucdavis.edu/training/fume-hood-training) (e-learning)
 |  | Once |
| * [Laser Safety](https://safetyservices.ucdavis.edu/training/radiological-safety/laser-safety-training-initial)
 |  | Every 3 years |
| * [Laboratory Radiation Safety](https://safetyservices.ucdavis.edu/training/radiological-safety/uc-davis-radiation-safety-class) and/or [Hydroprobe Safety](https://safetyservices.ucdavis.edu/training/radiological-safety/hydroprobe-safety-class)
 |  | Every 3 years |

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| C. I have received training/read the information on the following: | Required by you? | Frequency |
| * [Injury and Illness Prevention Plan (IIPP)](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/CNS_IIPP.pdf)
* Job Safety Analyses (site specific & found in IIPP)
* [Right to Know](https://www.dir.ca.gov/dosh/dosh_publications/shpstreng012000.pdf)
* [Emergency Medical Care (SN #52)](https://safetyservices.ucdavis.edu/safetynet/emergency-medical-care)
* [CNS Injury Protocol](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/InjuryProtocol.pdf)
* [Reporting Work Fatalities & Serious Injuries/Illnesses (SN#121)](https://safetyservices.ucdavis.edu/safetynet/reporting-work-related-fatalities-and-serious-injuries-or-illnesses)
 |  | Annually |
| * [Emergency Action Plan (EAP)](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/CNS_EAP.pdf)
	+ Building contact
	+ Emergency Contact Information (lab specific)
	+ Evacuation route(s) and assembly location
	+ Location of first aid kit
	+ Location of emergency eyewash & shower and use training
	+ Location of fire alarm(s) and fire extinguisher(s)
	+ Location of [Emergency Response Guide](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/2.5-Emergency-Response-Guide-010813.pdf)
 |  | Annually |
| * Biosafety & Biohazards (lab specific)
	+ BUA- (lab specific)
	+ [Campus Wide Bloodborne Pathogen Exposure Control Plan](https://ucdavis.box.com/s/c4z00pq5fj43ofuf4kl9m8oikvr4nkal)
		- Lab-Specific BBP-ECP Fact Sheet -[Template](https://ucdavis.box.com/s/1a60zdefnfh6hvbrsvf8e5w91akb3qdz)
		- Hepatitis B immunization or declination
	+ Campus Wide [“UC Davis Medical Waste Management Plan”](https://ucdavis.box.com/s/slluhr3ocumka5wsjjbd5rh7i0fzc4ch) if you dispose of medical waste or have BUA <http://safetyservices.ucdavis.edu/sites/default/files/documents/MedicalWasteManagementPlan.pdf>
	+ [Biological and Biohazardous Spill Training and Spill Kit (SN #127)](https://safetyservices.ucdavis.edu/safetynet/biological-and-biohazardous-spill-response)
	+ [OSHA Bloodborne Pathogen Standard Worker Information (SN #36)](https://safetyservices.ucdavis.edu/safetynet/bloodborne-pathogen-standard)
	+ [Guidelines for Disposal of Sharps, Biological and Medical Waste (SN #3)](https://safetyservices.ucdavis.edu/safetynet/sharps-safety-guidelines)
	+ Lab-specific “Aerosol Transmissible Disease Plan” if applicable in BUA
 |  | Annually |
| * [UCD Laboratory Safety Manual](https://safetyservices.ucdavis.edu/article/laboratory-safety-manual) (includes [Chemical Hygiene Plan](https://safetyservices.ucdavis.edu/article/laboratory-safety-manual))
	+ [Chemical Waste Management (SN#8)](https://safetyservices.ucdavis.edu/safetynet/chemical-waste-disposal-guidelines)
	+ [Chemical Spill Training & Spill Kit (SN #13)](https://safetyservices.ucdavis.edu/safetynet/guidelines-chemical-spill-control)
	+ Globally Harmonized System (GHS)
	+ [Chemical Segregation (SN #42)](https://safetyservices.ucdavis.edu/safetynet/general-guidelines-storage-and-management-laboratory-chemicals)
	+ [Standard Operating Procedures (SOP’s):](https://safetyservices.ucdavis.edu/article/standard-operating-procedure-sop-templates)
		- Hazardous Chemicals
		- Identification of chemical process/or areas requiring specific SOP use and lab safety rules – (lab specific)
 |  | Annually |
| * Potential zoonotic diseases that I may come into contact with in my work area
	+ <http://safetyservices.ucdavis.edu/article/zoonosis-information-species> - lists zoonosis information for most species
* Non-Human Primates: Additional training
	+ Primate Exposure Protocol
	+ SOP 44-102\_Exposure Protocol for Primate-Related Injuries
 |  | Annually |
| * Chemicals in the lab and location, content and use of the Safety Data Sheets (SDS’s).
* <http://safetyservices.ucdavis.edu/article/safety-data-sheets>
* SafetyNet 45- Glossary of SDS terms
* <https://safetyservices.ucdavis.edu/safetynet/glossary-of-SDS-terms>
 |  |  |
| * Animal Bite Instructions (Must be reported to supervisor)
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| * Animal records with regard to pre, peri, and post-op monitoring
 |  |  |
| * Aseptic technique
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| * Animal carcass disposal and handling
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| * Animal handling and husbandry
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| * [Reporting Animal Care and Use Concerns](https://research.ucdavis.edu/policiescompliance/animal-care-use/iacuc/reports-of-animal-care-and-use-concerns/)
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| * Identifying pain and discomfort in the animal(s) I am working with
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| * Cold sterilization procedures
 |  |  |
| * Anesthesia monitoring
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| * Safe Handling of anesthetic gases including scavenging procedures
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| * Controlled drug records and requirements (P & P 290-70)
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| * Lab-specific Carcinogen Use SOP’s
 |  |  |
| * Notification of my responsibility to contact my supervisor for training/information before I perform any task for which I am not trained
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| * Personal hygiene in the workplace
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| * The IACUC Risk Assessment Tool
* <https://iacuc.ucdavis.edu/iacuc_public/risktool/index.cfm>
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| D. I have reviewed the additional Safety Nets see the Safety Services website for all available Safety Nets at <https://safetyservices.ucdavis.edu/safetynet> | Required by you? | Frequency |
| * Sharps Safety Guidelines (SN #3)
 |  | Annually |
| * Partial List of Incompatible Chemicals (SN #4)
 |  |  |
| * Eye and Face Safety Protection for Laboratory Workers (SN #5)
 |  |  |
| * Drain Disposal Guidelines (SN #6)
 |  |  |
| * Chemical Waste Disposal Guidelines (SN #8)
 |  | Annually |
| * Radioactive Waste Disposal Guidelines (SN #9)
 |  |  |
| * Limiting Exposure to Radiation Guidelines (SN #10)
 |  |  |
| * Why Didn’t the Custodian Pick Up My Trash? (SN #12)
 |  |  |
| * Guidelines for Chemical Spill Control (SN #13)
 |  | Annually |
| * Guidelines for Mercury Spill Control (SN #16)
 |  |  |
| * Minimizing Aerosol Exposure (SN #21)
 |  |  |
| * Effective Use of Autoclaves (SN #26)
 |  |  |
| * Controlling Laboratory Ergonomic Risk Factors (SN #27)
 |  |  |
| * Hazardous Materials Information and Training (SN #33)
 |  |  |
| * How to Use a Chemical Fume Hood Safely (SN #35)
 |  |  |
| * Bloodborne Pathogen Standard (SN #36)
 |  | Annually |
| * Safety Training Tips (SN #39)
 |  |  |
| * General Guidelines for Storage and Management of Laboratory Chemicals (SN #42)
 |  | Annually |
| * Identification and Segregation of Chemical Waste (SN #43)
 |  |  |
| * Glossary of SDS (Safety Data Sheet) Terms (SN #45)
 |  |  |
| * Lifting (SN #46)
 |  |  |
| * Emergency Medical Care (SN #52)
 |  | Annually |
| * Safety Precautions for Cryogenic Liquid (SN #58)
 |  |  |
| * Compressed Gas Safety (SN #60)
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| * Emergency Eyewash and Shower Testing and Use (SN #66)
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| * Radiation and Human Health (SN #71)
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| * Safe Laser Practices (SN #76)
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| * Respiratory Protection Program (SN #88)
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| * Pregnancy and Reproductive Hazards in the Workplace: Physical and Biological Hazards (SN #107)
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| * Pregnancy and Reproductive Hazards in the Workplace: Chemical and Radiological Hazards (SN #108)
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| * Preparing for a CUPA Inspection (SN #120)
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| * Reporting Work-Related Fatalities and Serious Injuries or Illnesses (SN #121)
 |  | Annually |
| * Biological and Biohazardous Spill Response (SN #127)
 |  | Annually |
| * Guidelines for Handling Formaldehyde (SN #139)
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| * Microtome Use Hazards and Precautions (SN #146)
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| * Office Safety and Training (SN #148)
 |  |  |
| * Compressed Gas Cylinders (SN #509)
 |  |  |
| * Electrical Safety (SN #512)
 |  |  |
| * Flammable and Combustible Liquids (SN #514)
 |  |  |