

Individual Training Record

Name:	PI:
Title:	Department:
Work Location:	Date:

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.

_____ (signature of Trainee)

_____ (signature of PI or Lab Manager)

A. I have:	Required by you?	Frequency
<ul style="list-style-type: none"> • 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*
B. I have attended the following courses or received instruction in:		
<ul style="list-style-type: none"> • UC Laboratory Safety Fundamentals (e-learning). http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-fundamentals 		Every 3 years
<ul style="list-style-type: none"> • Animal Care and Use 101 (e-learning). http://safetyservices.ucdavis.edu/training/animal-care-and-use-101-acu101-course 		Every 3 years
<ul style="list-style-type: none"> • Animal Care and Use 101R retraining quiz (e-learning link sent by invitation, refresher training option for ACU101). 		
<ul style="list-style-type: none"> • Aseptic Surgical Technique (instructor lead training –ILT). 		Once
<ul style="list-style-type: none"> • Species Specific Training (e-learning). 		Once
<ul style="list-style-type: none"> • Zoonosis of Nonhuman Primates (e-learning). 		Once
<ul style="list-style-type: none"> • Personal Protective Equipment (e-learning) multiple courses as applicable to LHAT. 		Once
<ul style="list-style-type: none"> • Proper Handling of Materials at Biosafety Level 1 (e-learning) <ul style="list-style-type: none"> ○ Covers the proper handling of non-infectious microbiological agents and recombinant or synthetic nucleic acid constructs including waste disposal ○ Required for working at BSL 1 level 		Every 3 years
<ul style="list-style-type: none"> • UC Davis Biosafety Level 2 (e-learning) <ul style="list-style-type: none"> ○ Formerly called “Biosafety and Medical Waste Management” ○ Online class will fulfill training requirement for the safe handling of infectious agents, medical waste, and recombinant DNA constructs 		Every 3 years
<ul style="list-style-type: none"> • SOM Laboratory Safety Training (ILT by Diane Hoffmann) <ul style="list-style-type: none"> ○ Required Initially for new CNS “wet” lab personnel ○ On subsequent years, *Lab specific BloodBorne Pathogen Exposure Control Plan (BBPECP) will satisfy annual BBP Standard training as refresher training alternative 		Every 3 years*
<ul style="list-style-type: none"> • Controlled Substances 		Once
<ul style="list-style-type: none"> • Fume Hood (e-learning) 		Once
<ul style="list-style-type: none"> • Laser Safety 		Every 3 years
<ul style="list-style-type: none"> • Laboratory Radiation Safety and/or Hydroprobe Safety 		Every 3 years

C. I have received training/information on the following:	Required by you?	Frequency
<ul style="list-style-type: none"> • The content and purpose of the Injury and Illness Prevention Plan (IIPP). <ul style="list-style-type: none"> ○ Including all Appendices (Hazard Alert/Correction Forms, Job Safety Analyses, Worksite Inspection Forms, Injury and Illness Investigation Form, Safety Training Attendance Form) 		Annually
<ul style="list-style-type: none"> • The emergency action plan (EAP) for my work area. <ul style="list-style-type: none"> ○ Building Contact ○ Emergency Contact Information (lab specific) ○ Evacuation route(s) ○ Assembly Location ○ First Aid Kit ○ Emergency Eyewash and Shower 		Annually
<ul style="list-style-type: none"> • Lab-specific “Bloodborne Pathogens Exposure Control Plan” (BBPECP) if you have BUA. Documented training on this document will satisfy the annual BBP refresher training required by Cal-OSHA. 		Annually
<ul style="list-style-type: none"> • Campus Wide “UC Davis Medical Waste Management Plan” if you dispose of medical waste or have BUA http://safetyservices.ucdavis.edu/sites/default/files/documents/MedicalWasteManagementPlan.pdf 		Annually
<ul style="list-style-type: none"> • Lab-specific “Aerosol Transmissible Disease Plan” if you have BUA. 		Annually
<ul style="list-style-type: none"> • Animal Bite Instructions (Must be reported to supervisor). 		
<ul style="list-style-type: none"> • Potential zoonotic diseases that I may be in contact in my work area. • http://safetyservices.ucdavis.edu/article/zoonosis-information-species - lists zoonosis information for most species • Non-Human Primates: Additional training <ul style="list-style-type: none"> • Primate Exposure Protocol • SOP 44-102_ Exposure Protocol for Primate-Related Injuries 		Annually
<ul style="list-style-type: none"> • Animal records with regard to pre, peri, and post-op monitoring. 		
<ul style="list-style-type: none"> • Aseptic technique. 		
<ul style="list-style-type: none"> • Animal carcass disposal and handling. 		
<ul style="list-style-type: none"> • Animal handling and husbandry. 		
<ul style="list-style-type: none"> • Reporting Animal Care and Use Concerns. 		
<ul style="list-style-type: none"> • Identifying pain and discomfort in the animal(s) I am working with. 		
<ul style="list-style-type: none"> • Cold sterilization procedures 		
<ul style="list-style-type: none"> • Anesthesia monitoring 		
<ul style="list-style-type: none"> • Safe Handling of anesthetic gases including scavenging procedures . 		
<ul style="list-style-type: none"> • Controlled drug records and requirements (P & P 290-70). 		
<ul style="list-style-type: none"> • UCD Chemical Hygiene Plan- Found in the UCD Lab Safety Manual http://safetyservices.ucdavis.edu/article/laboratory-safety-manual 		Annually
<ul style="list-style-type: none"> • 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 http://safetyservices.ucdavis.edu/safetynet/glossary-sds-terms 		
<ul style="list-style-type: none"> • Standard Operating Procedures (SOP’s): Chemical SOP’s, identification of chemical processes/or areas requiring specific SOP use and lab safety rules. 		
<ul style="list-style-type: none"> • Lab-specific Carcinogen Use SOP’s 		

<ul style="list-style-type: none"> Notification of my responsibility to contact my supervisor for training/information before I perform any task for which I am not trained. 		
<ul style="list-style-type: none"> Personal hygiene in the workplace 		
<ul style="list-style-type: none"> The use of the EH&S website with regard to the Risk Assessment Tool. http://safetyapps.ucdavis.edu/IACUC/risktool/index.cfm 		
<ul style="list-style-type: none"> Location of the emergency shower & eye wash and how to use. 		

D. I have reviewed the following SafetyNets (see EH&S website for additional SafetyNets http://safetyservices.ucdavis.edu/safetynet)	Required by you?	Frequency
<ul style="list-style-type: none"> Minimizing Aerosol Exposure (SN #21) 		
<ul style="list-style-type: none"> Effective Use of Autoclaves (SN #26) 		
<ul style="list-style-type: none"> OSHA Bloodborne Pathogen Standard Worker Information (SN #36) 		Annually
<ul style="list-style-type: none"> Partial List of Incompatible Chemicals (SN #4) 		
<ul style="list-style-type: none"> Guidelines for Chemical Spill Control (SN #13). Documented training on this will satisfy the annual training required by CUPA. 		Annually
<ul style="list-style-type: none"> Guidelines for Disposal of Chemical Waste (SN #8) 		Annually
<ul style="list-style-type: none"> Chemical Segregation (SN #42) 		
<ul style="list-style-type: none"> Guidelines for Disposal of Sharps, Biological and Medical Waste (SN #3) 		Annually
<ul style="list-style-type: none"> Electrical Safety (SN #512) 		
<ul style="list-style-type: none"> Emergency Medical Care (SN #52) 		
<ul style="list-style-type: none"> Eye and Face Safety Protection for Laboratory Workers (SN #5) 		
<ul style="list-style-type: none"> Guidelines for Handling Formaldehyde (SN #139) 		
<ul style="list-style-type: none"> Compressed Gas Safety (SN #60) 		
<ul style="list-style-type: none"> Lifting (SN #46) 		
<ul style="list-style-type: none"> Guidelines for Mercury Spill Control (SN #16) 		
<ul style="list-style-type: none"> Glossary of SDS (Safety Data Sheet) Terms (SN #45) 		
<ul style="list-style-type: none"> Steps You Can Take To Limit Your Exposure To Radiation (SN #10) 		
<ul style="list-style-type: none"> Radiation and Human Health (SN #71) 		
<ul style="list-style-type: none"> Respiratory Protection Program (SN #88) 		
<ul style="list-style-type: none"> Health and Safety Hazards: A Students Right to Know (SN #40) 		
<ul style="list-style-type: none"> How to Use a Chemical Fume Hood Safely (SN #35) 		
<ul style="list-style-type: none"> Emergency Eyewash and Shower Testing and Use (SN #66) 		
<ul style="list-style-type: none"> Controlling Laboratory Ergonomic Risk Factors (SN #27) 		
<ul style="list-style-type: none"> Biological and Biohazardous Spill Response (SN #127) 		Annually
E. I have read and understand the following Animal Care and Use Protocols	Required	Frequency

INDIVIDUAL RETRAINING RECORD

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_____ (signature of Trainee)

_____ (signature of PI or Lab Manager)

TO BE RENEWED ANNUALLY

C. I have received training/information on the following:	Required By You?	Initials and Date of Completion
<ul style="list-style-type: none"> • The content and purpose of the Injury and Illness Prevention Plan (IIPP). <ul style="list-style-type: none"> ○ Including all Appendices (Hazard Alert/Correction Forms, Job Safety Analyses, Worksite Inspection Forms, Injury and Illness Investigation Form, Safety Training Attendance Form) 		
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<ul style="list-style-type: none"> • UCD Chemical Hygiene Plan- Found in the UCD Lab Safety Manual http://safetyservices.ucdavis.edu/article/laboratory-safety-manual 		
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TO BE RENEWED ANNUALLY

D. I have reviewed the following SafetyNets (see EH&S website for additional SafetyNets http://safetyservices.ucdavis.edu/safetynet)	Required By You?	Initials and Date of Completion
OSHA Bloodborne Pathogen Standard Worker Information (SN #36)		
Guidelines for Chemical Spill Control (SN #13). Documented training on this will satisfy the annual training required by CUPA.		
Guidelines for Disposal of Chemical Waste (SN #8)		
Guidelines for Disposal of Sharps, Biological and Medical Waste (SN #3)		
Biological and Biohazardous Spill Response (SN #127) Annual training will satisfy portion of BBP training		

TO BE RENEWED EVERY 3 YEARS

B. I have attended the following courses or received instruction in:	Required by You?	Initials and Date of Completion
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Animal Care and Use 101 (e-learning). http://safetyservices.ucdavis.edu/training/animal-care-and-use-101-acu101-course		
UC Davis Biosafety Level 2 (e-learning) Formerly called "Biosafety and Medical Waste Management" Online class will fulfill training requirement for the safe handling of infectious agents, medical waste, and recombinant DNA constructs		
SOM Laboratory Safety Training (ILT by Diane Hoffmann). <ul style="list-style-type: none"> • *Lab specific BloodBorne Pathogen Exposure Control Plan (BBPECP) will satisfy annual BBP Standard training as refresher training alternative 		
Laser Safety		
Laboratory Radiation Safety and/or Hydroprobe Safety		