

## Microbial Infection & Immunity Laboratory Training Checklist

**PURPOSE:** To ensure that all MI&I staff and students conducting research are adequately trained and that training is properly documented. Initial and date each completion (**please no arrows/lines**). Once training is complete, and on file in department training records, independent laboratory work can begin.

### EMPLOYEE INFORMATION

Employee/Student Name:	
Principal Investigator:	

GENERAL	TRAINER	DATE COMPLETED						
The employee/student has received a 7 <sup>th</sup> floor facility tour								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Restrooms</td> <td style="width: 50%;"><input type="checkbox"/> Office Supplies</td> </tr> <tr> <td><input type="checkbox"/> Break Areas</td> <td><input type="checkbox"/> Ice Machine</td> </tr> <tr> <td><input type="checkbox"/> Printer/Copier(s)/Mail</td> <td><input type="checkbox"/> Autoclaves/Dishwashers (BRT Owned)</td> </tr> </table>	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Break Areas	<input type="checkbox"/> Ice Machine	<input type="checkbox"/> Printer/Copier(s)/Mail	<input type="checkbox"/> Autoclaves/Dishwashers (BRT Owned)		
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The employee/student is trained on the supply room, how to break down and discard boxes, which items are on shareplan, and how to request shareplan items for order.								
The employee/student is trained on the shared chemical area and how to keep the balances clean.								
The employee/student is trained on the MI&I core responsibilities document and how to report issues to responsible staff.								
The employee/student is trained on how to access and use the MI&I area scheduling Google Sheets.								
The employee/student is trained in the standard microbiological practices and procedures for the laboratory.								
The employee/student is trained in the proper use and preparation of laboratory disinfectants.								
The employee/student is trained in the proper disposal methods for hazardous materials (biological and chemical). Review signs on endcap under shower.								
The employee/student is trained in the proper procedures for equipment in the laboratory (e.g. fume hoods, biological safety cabinets, etc.)								
The employee/student is trained to understand the facility requirements (e.g., door to the laboratory to be kept close, no gloved hands in the hallways, use of secondary transport containers, etc.).								
The employee/student is trained on and understands the laboratory's Chemical Hygiene Plan.								
The employee/student is trained on and understands the laboratory's Exposure Control Plan.								
REFERENCES	TRAINER	DATE COMPLETED						
The employee/student has been provided instructions for accessing the NIH Guidelines: <a href="http://osp.od.nih.gov/biotechnology/nih-guidelines/">osp.od.nih.gov/biotechnology/nih-guidelines/</a>								
The employee/student has been provided instructions for accessing OSU's Institutional Biosafety Manual: <a href="http://ehs.osu.edu/sites/default/files/complete_bsm.pdf">ehs.osu.edu/sites/default/files/complete_bsm.pdf</a>								

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<b>EMPLOYEE/STUDENT HEALTH</b>	<b>TRAINER</b>	<b>DATE COMPLETED</b>
The employee/student is aware of all biological, chemical, radiological, and other hazards in the laboratory.		
The employee/student has completed an occupational risk assessment via the Online Risk Assessment Tool (ORAT) <a href="http://orrrp.osu.edu/iacuc/occhealth">orrrp.osu.edu/iacuc/occhealth</a>		
The employee/student knows and understands the signs and symptoms associated with exposure to the hazards in the laboratory and how exposure can occur (e.g., skin contact, respiratory, eyes).		
The employee/student is trained to know that eating, drinking or storage of food/beverages is not permitted in any laboratory area, including desks located within laboratories.		
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	<b>TRAINER</b>	<b>DATE COMPLETED</b>
The employee/student is trained to know the appropriate PPE to wear to ensure adequate protection from the hazards in the laboratory.		
The employee/student has been provided a lab coat. If no extra lab coats are available, please arrange for them to receive one.		
The employee/student is trained to doff PPE prior to leaving the laboratory. No PPE – lab coat, gloves, etc. should be worn in the office/printer areas.		
<b>EMERGENCY PROCEDURES &amp; ACCIDENT REPORTING</b>	<b>TRAINER</b>	<b>DATE COMPLETED</b>
The employee/student is aware of and understands safety signage.		
The employee/student can locate the list of emergency contacts in the lab.		
The employee/student is aware of the location of the first aid kit.		
The employee/student is aware of the location of the eyewash and safety shower and understands how to use them.		
The employee/student is aware of the location of the nearest fire alarm and fire extinguisher.		
The employee/student is aware of the building emergency evacuation route and gathering location.		
The employee/student is aware of the location of the chemical spill kit and understands the spill cleanup procedures for the chemicals present in the laboratory. This should be demonstrated, and a walkthrough performed.		
The employee/student understands the spill cleanup procedures for biological spills in the laboratory including shared areas/shakers. This should be demonstrated, and a walkthrough performed.		
The employee/student is aware of where to go for treatment after an exposure or emergency (this varies per role).		
The employee/student is trained in the proper procedures to report incidents and injuries (e.g., the need to report incidents to the supervisor immediately, types of incidents that need to be reported, form(s) to fill out).		
The employee/student is trained in the proper procedures to report accidents involving rDNA, biohazards and animal incident reporting (online submission for each person involved). <a href="#">Web Link</a>		

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MI&I STANDARD OPERATING PROCEDURES (SOPs), CHP, ECP	TRAINEE	DATE COMPLETED
I have read the following MI&I documents on shelf in 760X hallway		
7% Fyrite		
Carbon Dioxide (Dry Ice)		
Centrifugation		
Clorox Bleach		
Compressed Gases		
Gel Electrophoresis		
Liquid Nitrogen		
UV Radiation		
MI&I Chemical Hygiene Plan		
OSU and Lab Specific Exposure Control Plans		
COMPLIANCE	TRAINEE	DATE COMPLETED
I have completed the OSU Responsible Conduct of Research Course and <b>print and attach the completion certificate</b> <a href="http://orc.osu.edu/regulations-policies/rcr/">orc.osu.edu/regulations-policies/rcr/</a>		
I have completed the OSU Financial Conflict of Interest Disclosure (eCOI) <a href="http://orc.osu.edu/regulations-policies/coi/ecoi/">orc.osu.edu/regulations-policies/coi/ecoi/</a>		
COMPUTER BASED LEARNING (CBLs)	TRAINEE	DATE COMPLETED
I have completed all CBL classes listed below in <a href="#">BuckeyeLearn</a> . <b>NOTE:</b> If I am unable to access classes, I have reached out to my Lab Manager/HR contact/Lisa Margeson for an update on HR onboarding process. Search feature may need to be used to locate these online classes.		
Compliance Your Responsibilities		
HIPAA and Institutional Data Compliance		
Management of Patients at Elevated Risk of Suicide		
Infection Prevention Starts With You		
Patient Safety		
Safety and Emergency Preparedness		
Your Role in Workplace Safety and Security		
Cultural Competency for Staff AND Providers (multiple options available)		
Report = Support or U Got This (depends on position)		
Biological Safety Training for BSL-2		
Bloodborne Pathogens (for current year)		
Building Emergency Action Plan (BEAP)		
Laboratory Standard		
I have <b>printed and attached final BuckeyeLearn PDF Transcript</b> listing all completed courses. Note: Individual certificates are not required.		
ANIMAL USE TRAINING (OPTIONAL) <a href="http://orpp.osu.edu/iacuc">orpp.osu.edu/iacuc</a>	TRAINEE	DATE COMPLETED
I have registered in the e-protocol system		
I have completed the Working With the IACUC (CITI) training		
I have completed the OSU Financial Conflict of Interest Screening		
I have completed the Your Experience and Training Narrative		
I have completed the Facility Introduction and Rodent Overview (required for ULAR Facility Access)		



