

Laboratory Safety Training & Documentation Requirements Department of Chemistry & Biochemistry, University of Maryland (UMD)

This form must be completed and signed by all new laboratory personnel/students and by the Principle Investigator (Laboratory Supervisor) and brought to the departmental safety compliance officer (Andrew Palmer) in Room 0107) before keys or card access can be issued to the new personnel/students.

The following training classes/online courses are **required** for all laboratory personnel/students:

- (1) New Researcher Training (<https://www.des.umd.edu/apps/TrainingClass/index.cfm>) OR Safety Orientation for Graduate & Teaching Assistants
- (2) Chemical Hygiene Training (https://www.des.umd.edu/risk_comm/edu/training.cfm).

All New Researchers must receive Laboratory-Specific Training by the Principle Investigator (Laboratory supervisor) on the research protocols and hazards specific to the laboratory.

Additional training is required for those whose research presents exposure risks to additional hazards, e.g., laser safety, radiation safety, waste generator, (https://www.des.umd.edu/risk_comm/edu/guide/index.htm)

All new laboratory personnel/students must be entered into the BioRAFT Researchers List at <http://www.umd.bioraft.com> by the Principle Investigator (or his/her designee) before keys are issued.

*The Laboratory Personnel Safety Checklist at <http://www.des.umd.edu/compliance/forms/checklist.pdf> , required by the Dept of Environmental Safety Security & Risk must be completed : One copy must be submitted with the key request and one copy must be kept by the PI with the Lab's Safety Training Records.

TO BE COMPLETED BY NEW RESEARCHER OR STUDENT:

I have submitted the Laboratory Personnel Safety Checklist. Date completed _____

Training that I have taken (including dates): _____

Training for which I am registered (including dates): _____

Employee/Student Name _____ Date _____
Print

Employee/Student Signature _____ t

TO BE COMPLETED BY PRINCIPAL INVESTIGATOR (OR LAB SUPERVISOR):

This individual has been entered into the BioRAFT listing of research members in my laboratory, and has received Laboratory Specific Training.

Principal Investigator or Lab Supervisor _____ Date _____
Print

Principal Investigator or Lab Supervisor Signature _____

Departmental Compliance Officer Approval _____ Date _____

This form must be completed and signed by the P.I. before building card key access can be granted to new lab personnel.
COPY of this completed form approved by Departmental Compliance Officer will be returned to the P.I. (Revised July 2017)