**Northern Arizona University**

**Laboratory Specific Chemical Safety Training**

*This is a template. Fill in all necessary blanks, and delete all highlighted areas when complete. Add any sections necessary for your laboratory. Contact EH&S with any questions you may have.*

In order to comply with the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories (29 CFR 1910.1450) regulations, laboratory specific training must be performed for every laboratory worker, either by the Principal Investigator for the laboratory (or set of laboratories), or the Laboratory Safety Coordinator (LSC), if designated. This training, and the completion of this form, is required in addition to the General Chemical Hygiene Training and must be retained in the laboratory for inspection. A copy of this form must be sent to EH&S or uploaded to the Laboratory profile page in BioRAFT.

Principal Investigator Name

The following items must be covered by the PI or LSC in the laboratory specific training, and must be understood by the trainee.

1. **Document Locations:**
   1. The University Chemical Hygiene Plan (UCHP) is accessible via the EH&S webpage (nau.edu/ehs).
   2. The Laboratory Chemical Hygiene Plan (LCHP) is accessible at the laboratory profile page in BioRAFT (nau.bioraft.com), and at the Right to Know station(s), located
   3. The hazardous chemical inventory for this laboratory is found in the Automated Chemical Inventory Database (A.C.I.D., linked to the EH&S webpage), and
   4. The Safety Data Sheets (SDSs) for every hazardous chemical in the lab are found at

* + 1. SDSs contain information, for each chemical hazard, on all applicable OSHA Permissible Exposure Limits (PELs), recommended exposure limits in the absence of an OSHA requirement, and signs and symptoms of exposure.

1. **Hazards and Equipment Locations:**
   1. Explain the storage and segregation of hazardous chemicals.
   2. Show the location(s) and explain the purpose of the designated areas present in the laboratory.

*Delete part b if Particularly Hazardous Chemicals are not present in the laboratory.*

* 1. Explain the appropriate attire and personal protective equipment (PPE) required to work in the laboratory. Explain how to use the PPE correctly and where all required PPE can be found within the laboratory.
  2. Show the location and review the contents of the first aid kit(s).
  3. Show the location of all components of the chemical spill kit, and explain how to use each component.
  4. Show the location of the safety shower, dousing and eye wash station(s) that are used for the laboratory, and explain the proper decontamination procedures.
  5. Explain proper waste disposal procedures and show where the hazardous waste containers, labels and tags/logs are located.
  6. Show the location of the fire extinguisher(s) and emergency exit(s).
  7. Have someone who has taken fire extinguisher training explain how to properly use fire extinguishers, or require all workers to complete online “Fire Safety Awareness” Training (contact EH&S to arrange access to this training).

1. **Engineering Controls**
   1. Review the proper use of chemical fume hoods. Note the proper level of the sash.
   2. List below, and explain the purpose and proper use of any additional engineering controls present in the laboratory (including but not limited to- biosafety cabinets, gas cabinets, shields, glove boxes, gas effluent scrubbers, alarms, shut-offs).

* **Additional Engineering controls:**  (Erase this section if there are no additional engineering controls in the

laboratory).

1. **Equipment**

List below, and explain the purpose and proper use of equipment present in the laboratory (including but not limited to- compressed gas cylinders, rotary evaporators, vacuum pumps, vapor condensers (cold fingers), solvent dispensing systems, solvent purification systems, UV lights, hot plates, acid/base baths, ovens, incubators, gel boxes, centrifuges, etc).

* **Laboratory equipment:**

(Erase this section if no instrumentation is present in the laboratory)

1. **Instrumentation**

List below, and explain the purpose and proper use of instrumentation present in the laboratory (instrumentation will require specialized training in addition to this general training)

* **Instrumentation:**

1. **Additional Safety Information**
   1. Explain what to do in emergency situations and who to contact in case of an emergency. Review the emergency exits for the building and designate a muster point in case of fire or lab evacuation.
   2. Review regulations and proper procedures for the storage, use and disposal of any Drug Enforcement Administration (DEA) Controlled Substances. *Delete this section if the laboratory does not use or store controlled substances, or if this specific laboratory worker will not be working with laboratory controlled substances.*
   3. Review regulations and proper procedures for the storage, use and disposal of any Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulated explosives. *Delete this section if the laboratory does not use or store ATF-regulated explosives, or if this specific laboratory worker will not be working with laboratory explosives.*
   4. Explain any procedures requiring prior approval from the PI or LSC. *List procedures requiring prior approval from the PI or LSC here. Examples include but are not limited to distillations, procedures involving particularly hazardous substances, scale up of procedures, using acid/base baths, etc. If there are none, write N/A.*

ii.

iii.

iv.

v.

* 1. Explain any special procedures that occur in the laboratory. *List special procedures here. If there are none, write N/A.*

ii

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, indicate that I have understood and completed this Laboratory Specific Training. I understand that by signing this document, I am responsible for reporting any drug-related felonies on my record to my Approval Holder. *Delete this last sentence if DEA Controlled Substances are not used in the laboratory, or if this specific laboratory worker will not be working with laboratory controlled substances.*

**Signature and Acknowledgement Page**

| Trainee Name (printed) | Signature | Date |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Trainer Name (printed) | Signature | Date |
| --- | --- | --- |
|  |  |  |

# Signature and Acknowledgement Page for Visitors

# Visitors (present ≤2 weeks) must receive Laboratory Specific Training and sign the below table to fulfill the minimum requirements of the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories (29 CFR 1910.1450) regulations and OSHA recommended practices for Temporary Workers.

| Name/Company or Department | Signature | Date | Project Performed |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Trainer Name (printed) | Signature | Date |
| --- | --- | --- |
|  |  |  |