

## School of Chemistry and Biochemistry Safety Orientation & Training Plan

Prior to completing this site safety orientation and training, all laboratory personnel must have successfully completed the GT Basic Laboratory Safety Training offered by Environmental Health and Safety. Completion of this training is required prior to personnel being granted access to the laboratory.

I \_\_\_\_\_ confirm receipt of training on the listed topics on  
(print name, trainee)

\_\_\_\_\_ from \_\_\_\_\_ . All of my questions regarding  
(date) (print name, trainer)

this material have been answered. Topics have been initialed, or marked with an "X" where not applicable.

\_\_\_\_\_  
(signature, trainee)

\_\_\_\_\_  
(signature, trainer)

Initial	Topic	Action
<b>EMERGENCY PROCEDURES</b>		
	<b>Fire Alarm Pull Station:</b>	Show location(s) and proper activation.
	<b>Eye Wash / Safety Showers:</b>	Show location(s) and proper operation.
	<b>Spill Procedures</b>	Show location of spill kit(s) and describe procedures.
	<b>First Aid Kits:</b>	Location(s) and description of contents.
	<b>Phone:</b>	Location(s), detail dialing instructions, "911" from campus phone or "4-2500" dialing instructions.
	<b>Emergency Response Plan:</b>	Location(s) guidelines (EH&S and Building Evacuation Research Group Internal Procedure), discuss scenario actions
	<b>Emergency Alert Systems:</b>	Enroll in "In case of crisis" app and GT emergency alert system, recommend registering cellular phone number.
<b>ENGINEERING CONTROLS</b>		
	<b>Chemical Fume Hood(s):</b>	Demonstration of proper use, instruction on adjustable controls, flow sensor function, and training requirements.
	<b>Biological Safety Cabinet(s):</b>	Demonstration of proper use, instruction on adjustable controls and training requirements.
	<b>Chemical Storage Location(s):</b>	Location(s) and segregation rules, volume limits for flammables.
	<b>Other Controls (e.g., Glove Boxes, Snorkels, Gas Cabinets, Paint Booths, Laminar Flow Benches):</b>	Demonstration of proper use, instruction on adjustable controls.

Describe in detail:

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### ADMINISTRATIVE CONTROLS

**GT Laboratory Safety Manual:** Location and content description. Also, any applicable Laboratory Safety Plan(s) location and content.

**GT Laboratory Biosafety Manual:** Location and content description. Also, any applicable Laboratory Safety Plan(s) location and content.

**Safety Data Sheets (SDSs):** Demonstrate electronic access and describe laboratory repository of hard copy SDSs, if applicable

**Safety Websites:** Location and content description of School of Chemistry Safety and EH&S websites (forms, resources etc...)

**Standard Operating Procedures (SOPs):** Location of lab's SOPs, describe required approvals. Identification of chemical processes / areas requiring specific SOP use, and laboratory safety rules.

Describe in detail:

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### PERSONAL PROTECTIVE EQUIPMENT

**Determine Hazard-Specific Safety Training:** Consult Training Matrix: list classes enrolled to:

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**Lab Coat:** Provide at no cost fitted laboratory/group coats (contact Vic Summey). Some labs/hazards require flame resistant coats.

- Type:  Cotton/Blend  Barrier  Flame Resistant

Contact: vic.summey@chemistry.gatech.edu

**Eye Protection:** Provide at no cost pair(s) of safety eyewear. Glasses must fit appropriately, be comfortable to wear, and stay securely in place. For labs where goggles must be worn provide pair(s) of fitted chemical splash goggles. When a face shield is required, demonstrate proper use, care and storage.

- Corrective Prescription Y / N

Model: 

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**Gloves:** Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and doff.

### OTHER

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**Hazardous Waste:**

Overview of laboratory hazardous waste procedures. Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup/removal procedures.

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**Fire Safety:**

On-line training

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**Specialized Equipment:**

Review of safety procedures for proper operation. e.g., UV light, laser, high voltage equipment, superconducting magnets, cryogen handling, high/low vacuum, etc...

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Describe in detail:

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## Individual Safety Training Checklist

This document determines training requirements (see training matrix) and records training completion. PI or Supervisor must approve this form once all requirements are completed. Copies of this document along with the training certificates must be kept by the person and the group (green folder). These trainings are in addition to the site-specific trainings. Trainsweb e-trainings can be accessed from:

<http://www.trainsweb.gatech.edu/courses/index#category-tutorials>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

email: \_\_\_\_\_

PI/supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Key	Requirement	Required for you?	Date completed	Format	Frequency	URL or Class information
1	Basic Lab Safety			Classroom	3 Years	Trainsweb sign up: "Basic Lab Safety"
2	Right-to Know GHS			e-training	Annual	<a href="http://www.usg.edu/facilities/rtk-ghs/">http://www.usg.edu/facilities/rtk-ghs/</a>
3	Right-to-Know Waste Awareness			e-training	3 Years	<a href="http://www.usg.edu/facilities/training/hazwaste/">http://www.usg.edu/facilities/training/hazwaste/</a>
4	Fire Safety Awareness			e-training	Once	<a href="http://www.ehs.gatech.edu/fire/fire_training/Fire_Intro.html">http://www.ehs.gatech.edu/fire/fire_training/Fire_Intro.html</a>
5	Fire Extinguisher			Classroom	Once	School of Chemisrty and Biochemistry
6	Chematix			e-training	Once	Trainsweb sign up: " Chematix"
7	Receiving Hazardous Goods			e-training	3 years	Trainsweb sign up: "Receipt of hazardous Materials"
8	BB pathogens			Classroom	Annual	Trainsweb sign up: "bloodborne Pathogens"
9	Biosafety			Classroom	3 years	Trainsweb sign up: "General Biosafety"
10	X-Ray Safety Training			Classroom	Annual	In class Sign up: <a href="http://www.ors.gatech.edu/xray/training.php">http://www.ors.gatech.edu/xray/training.php</a>
11	RAM Training			Classroom	Annual	In class—Sign up: <a href="http://www.ehs.gatech.edu/training.php">http://www.ehs.gatech.edu/training.php</a>
12	Laser Safety Training			e-training	Once	Trainsweb sign-up: "Laser Safety"
13	Laser Awareness Training			e-training	Once	Trainsweb sign-up: "Laser Awareness"
14	Tier I Training			Group	Once	Tier I Requirements (chemistry website/ safety tab)
15	IACUC Training			e-training	Research-Specific	EH&S Biological Safety, Contact information: <a href="http://ehs.gatech.edu/biological/">http://ehs.gatech.edu/biological/</a> Trainings: <a href="http://ehs.gatech.edu/biological/training.php">http://ehs.gatech.edu/biological/training.php</a>
	Recombinant DNA			Classroom		
	Zoonose and Allergens			Classroom		
	Selected Agents and Toxins			Classroom		
	Bacterial Agents Summaries			Classroom		
	Viral Vectors			Classroom		
	Decontamination and Disinfection			Classroom		
	Viral Agents Summary			Classroom		
	Animal Biosafety Levels			Classroom		
	Research with Human Derived Materials			Classroom		
	Research with Mammalian Derived Materials			Classroom		
	Hygiene Plan Writing/Biosecurity			Classroom		
	Understanding Biosafety Cabinet			Classroom		

## Training Matrix

Are you a faculty, staff or a student who will ...		Training Requirements														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Laboratory Safety	Work in administrative office or dry lab?															
	Use chemicals or work in wet lab?															
	Use GT-defined dangerous chemical (Tier I)?															
	Use/wear PPE?															
	Handle hazardous waste?															
	Ship biological or chemical samples?															
Biosafety	Work with bloodborne pathogens ?															
	Work with recombinant DNA?															
	Work with select agents and toxins?															
	Work with select agents and allergens?															
	Work with human derived materials?															
	Work with mammalian derived materials?															
	Work with animals?															
Radiation Safety	Handle radioactive materials?															
	Work with lasers?															
	Work-with X-ray producing equipment?															
<b>Your Individual Training</b>																

Key	Requirement	Format	Frequency
1	Basic Lab Safety	Classroom	3 Years
2	Right-to-Know (GHS)	e-training	Annual
3	Right-to-Know Waste Awareness	e-training	3 Years
4	Fire Safety Awareness	e-training	Once
5	Fire Extinguisher	Classroom	Once
6	Chematrix	e-training	Once
7	Receiving Hazardous Goods	e-training	3 years
8	BB pathogens	Classroom	Annual
9	Biosafety	Classroom	Annual
10	X-Ray Safety Training	Classroom	Annual
11	RAM Training	Classroom	Annual
12	Laser Safety Training	e-training	Once
13	Laser Awareness Training	e-training	Once
14	Tier I Training	Group	Once

Key	Requirement	Format	Frequency
15	IACUC Training	e-training	Research Specific
	Recombinant DNA	Classroom	Research Specific
	Zoonose and Allergens	Classroom	Research Specific
	Selected Agents and Toxins	Classroom	Research Specific
	Bacterial Agents Summaries	Classroom	Research Specific
	Viral Vectors	Classroom	Research Specific
	Decontamination and Disinfection	Classroom	Research Specific
	Viral Agents Summary	Classroom	Research Specific
	Animal Biosafety Levels	Classroom	Research Specific
	Research with Human Derived Materials	Classroom	Research Specific
	Research with Mammalian Derived Materials	Classroom	Research Specific
	Hygiene Plan Writing/Biosecurity	Classroom	Research Specific
	Understanding Biosafety Cabinet	Classroom	Research Specific
	Hazardous Gas program	e-learning	Research Specific