**Staff and Student Researchers – Lab Specific Training**

Document Training in Lab Binders

(Binders can be all in one for small labs)

 June 2015

**HazMat Binder**

Kathy’s HM Rep Info – very important

HazMat/HazComm Awareness

 (in ESAMS, provide if they have not had it yet)

GHS Pictograms

HazComm OJT - HazMat procedures in the Lab

* Labels – (label non-hazardous materials also)
* Inventory Control and Tracking
* MSDS/SDS
* Storage Requirements
* Hazards, PPE
* Laboratory access control, door controls
* Experiment Custody --- Label with User Name, Phone if unattended
* Nothing in Drain, Nothing in the Trash Cautions

**Chemical Hygiene Binder**

List of Trained Students

NPS Chemical Hygiene Plan

Laboratory / Departmental Chemical Hygiene Plan

Lab- Specific CHP Summary

Fume Hood Usage

Lab Specific Summary Sheet for Chemicals or Processes they will be working with

**Hazardous Waste Binder**

Student Training

Hazardous Waste Procedures, HM Rep, Turn-inDocuments

Satellite Accumulation Area Procedures, Label, Dates

Spill Response Procedures

Your SAA Inspections