

# ANNUAL EMERGENCY TRAINING REFRESHER

## General

Principle investigator: \_\_\_\_\_

Office space: \_\_\_\_\_

Research space: \_\_\_\_\_

Permits:  Biosafety  Radiation  Laser  X-ray  Chemical  Other \_\_\_\_\_

## Purpose

This form is used to document completion of annual training provided to individual researchers that are using the facilities listed above. Completion of this annual training is a requirement of maintaining a laboratory and associated permits (if any) in good standing.

## Principle Investigator Review

- SOPs are available and current for in-use processes
- Worker training, including online and practical, is up to date

## Laboratory Training Content

Researchers using the facilities listed above must be provided the following mandatory annual training:

- Actions to take upon exposure to regulated materials and/or devices (e.g., chemicals, x-rays, lasers, radioisotopes, infectious materials)
- Clean-up and disinfection/decontamination of regulated material spills, including location of appropriate clean-up materials
- What to do in case of a power-outage while working with regulated materials (e.g., power off, stop reaction)
- University generic procedures such as fire, medical spills, violence (see posters for details)

Describe what training was provided (review the active training suggestions in Appendix A and the permit training minimums in Appendix B).

# Signatures

## Principal Investigator

I \_\_\_\_\_, have provided to the researchers under my supervision, training on the topics above.

Principal investigator signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Individual Researchers and Students

By placing my name and signature in the table below, I confirm that I have received and understand the training provided.

Name	Signature	Date

## Appendix A: Training Suggestions

The goal of this training is to ensure researchers are equipped with the knowledge to respond to various emergency situations when they occur. It can be provided in many formats, but we suggest:

1. Active:
  - a. Spill a non-infectious and non-toxic liquid in a BSC and have one or two persons talk through the decontamination process. As a group, critique how the process unfolded.
  - b. Open the centrifuge, identify various parts, how to properly load, and how to decontaminate the centrifuge should a spill occur. Again, discuss as a group.
  - c. Have an individual identify how to react when working with a regulated material and a power outage occurs.
2. Table-top scenarios:
  - a. Actively quiz the researchers as a group on how to handle the situations outlined above, namely:
    - i. Spills in various locations
    - ii. Decontamination of equipment and surfaces
    - iii. Managing power outages while working with regulated materials

## **Appendix B: Additional Permit Training Requirements**

### **Biosafety Training Requirements**

- Location and use of biological materials inventory
- Clean-up and disinfection of regulated materials spills in centrifuges (if used)
- Clean-up and disinfection of regulated material spills in biological safety cabinets (if used)
- Refresher training on the SOPs for permitted, medium and high-risk processes
- Refresher training on the waste disposal process

### **Chemical Training**

- Refresher training on the SOPs for permitted, medium and high-risk processes
- Refresher training on the waste disposal process (see segregation guidelines)

### **X-ray Training**

- Emergency shut down procedures in case of:
  - Hazardous material spills
  - Fire or fire alarm
- Location and proper use of interlocks

### **Radiation Training**

- For open-source permits:
  - Hazardous material spill
  - Radiation waste segregation
  - Fire alarm response
- For sealed source permits:
  - Safe transportation (if applicable)
  - All other sealed sources are exempt from additional radiation specific emergency response

### **Laser Training**

- Emergency shut down procedures in case of:
  - Hazardous material spill
  - Fire or fire alarm
  - Beam not following intended path
  - Power loss (to prevent unsupervised re-activation of laser when power is restored)