

**VA Maryland Research & Development
Laboratory Safety Training
Table 1**

Laboratories located in VAMHCS space (3RD Floor laboratory space, Animal Facility, etc.)				
	Frequency ¹	Required ²	Topics (as applicable to the specific laboratory)	How
a	I, A	*	Laboratory Specific Training ³	PI, Lab-specific trainings, UMB EHS, VA TMS, other. PI must have a lab-specific training plan/curriculum for research team members and a plan for documentation of initial trainings and annual refreshers for each team member.
b	I, A	*	Review of "Laboratory Safety" binder: "R&D Service Laboratory Safety Manual", "R&D Service Safety Plan", "R&D Service Disaster Preparedness Plan", "R&D Service Security Plan", "R&D Service Chemical Hygiene Plan", "R&D Infection Control Plan", "R&D Service Laboratory Biohazardous Waste Management Policy"	<ol style="list-style-type: none"> 1. R&D Service Laboratory Safety Manual 2. R&D Service SOP 151/R&D-001 (R&D Service Safety Plan) 3. R&D Service SOP 151/R&D-002 (R&D Service Disaster Preparedness Plan) 4. R&D Service SOP 151/R&D-005 (R&D Service Security Plan) 5. R&D Service Chemical Hygiene Plan 6. VAMHCS Blood Borne Pathogens 7. VAMHCS Exposure Control Plan 8. VAMHCS Guidelines for Hand Hygiene 9. VAMHCS Standard Precautions 10. R&D Service Laboratory Biohazardous Waste Management Policy (incorporated into Lab Safety Manual - #1 in this list)

**VA Maryland Research & Development
Laboratory Safety Training
Table 1**

c	I, A	+	Specific Toxic/Hazardous Substance Training specific to this laboratory: Any operations in the specific work area where toxic/hazardous substances are present. Specific training on visual appearance or odor of hazardous chemicals when being released, but must also include other aspects on handling of chemicals.	Written laboratory procedure and protocol could cover this. Demonstration is highly recommended. PIs must ensure that employees are familiar with hazards and how to protect themselves.
d	I, A	+	Dual Use Research of Concern (DURC) training	Contact R&D Service for specific training. Required for utilization of any of the 15 agents identified by the USG Policy on Institutional Oversight of Life Sciences Dual Use Research of Concern (generally tier 1 select agents, though exempt quantities of Botulinum neurotoxin is also included)
e	I, A	*	Location and availability of the written hazard communication program including: chemical inventories, Safety Data Sheets (SDS) (Formerly "Material Safety Data Sheets" (MSDS))	Tour, location on VAMHCS intranet, etc.
f	I, A	*	Specific content of SDSs applicable to this laboratory: The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area	Review of applicable SDSs with employees + PPE + lab/R&D emergency protocols
g	V	+	Explanation of the labels shipped containers and the workplace labeling system used by this laboratory; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information	In addition to the basic GHS (Globally Harmonized System) trainings; specific to a laboratory's chemicals
h	I, A		Location and laboratory's system (labeling, containment, etc.) for this laboratory's waste chemicals	Demonstration/tour
i	I, A	*	Types and locations of the laboratory's spill kits	Demonstration/tour

**VA Maryland Research & Development
Laboratory Safety Training
Table 1**

j	I, A	*	Biohazard Safety Training	PI - Lab-specific training initial & ongoing (in addition to Applicable trainings in Tables A & B)
k	I, A	*	Locations of fire extinguishers and emergency escape routes	Demonstration/tour
l	I, A	*	Location of primary & secondary muster points in the event of an evacuation	Demonstration/tour
m	I, A	*	Locations and use of eye wash stations and showers	Demonstration/tour
n	V	+	PPE Training	Check with VAMHCS Safety Office if needed
o	V	+	Laser Safety Training	Check with VAMHCS Safety Office if needed
p	V	+	Mandatory Respirator Users	Check with VAMHCS Safety Office if needed
q	V	+	Hearing Conservation Exposure Participants	Check with VAMHCS Safety Office if needed
r	A	+	Project-specific Trainings	PI or designee provide trainings on specific protocols, assigned tasks, use of equipment, etc.
s	A	+	Animal Facility Trainings	Animal Facility Manager implements the AF Training Plan

**VA Maryland Research & Development
Laboratory Safety Training
Table 1**

¹Frequency:

A = Annual

I = Initial

V = Variable

²Required:

* = Required for all laboratory team members

+ = Required depending on specific duties of the laboratory team member

³PIs are required to have **written laboratory-specific, project-specific, or team member-specific training plan(s)** to ensure that research procedures are conducted properly, safely and in accordance with approved protocols. PIs or Lab Directors must have a plan for documentation of initial and continuing trainings of team members, and must be prepared to provide documentation of training plans and trainings if/when asked, e.g., to verify for SRS initial submissions or annual updates, for audit purposes, in the case of an incident, etc. (At the time of SRS initial approval and annual updates, PI is required to sign attestations that staff is adequately trained.) See R&D Service Process Module 033.