



Researcher Laboratory-Specific Orientation Checklist

EMPLOYEE INFORMATION

Name: _____ Start Date: _____
Position: _____ Principal Investigator: _____

STARTING IN THE LABORATORY

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| <input type="checkbox"/> Provided a laboratory notebook | <input type="checkbox"/> Purchasing System | <input type="checkbox"/> Register for EHSA account |
| <input type="checkbox"/> Assigned a designated office and laboratory space | <input type="checkbox"/> Location of stockrooms | |
| <input type="checkbox"/> Introduction to Building manager | <input type="checkbox"/> Hazardous waste procedures | |

ADMINISTRATIVE CONTROLS

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| <input type="checkbox"/> Review key policies | <ul style="list-style-type: none">• Chemical Hygiene Plan• Biological Safety Manual• Radiation Safety Manual• EHS and Office of Research Safety websites | <ul style="list-style-type: none">• Institutional Biosafety Committee Protocol• Animal Care and Use Protocol• Safety Data Sheets (SDS) |
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REQUIRED TRAINING

- | | | |
|---|---|---|
| <input type="checkbox"/> General University Provided Training: <ul style="list-style-type: none">• Online training available at :
ehsa.uchicago.edu/training• In-person training registration at:
ehsa.uchicago.edu/trainingregistration | <ul style="list-style-type: none">• Chemical Hygiene Plan (First time in-person)• Chemical Hygiene Plan (Annual Refresher)• Recombinant DNA at BSL-1• Recombinant DNA at BSL-2• Blood-borne pathogens for biomedical researchers• Biological toxins• Viral Vectors• Biological Safety Cabinets | <ul style="list-style-type: none">• Shipping infectious substance• Radiation safety awareness• X-ray safety and awareness• Laser safety• Radioactive Material User• Radioactive Material Laboratory Designee• Irradiator Operator and Security (in-person only) |
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|---|--|---|
| <input type="checkbox"/> Laboratory-specific Training | <ul style="list-style-type: none">• Orientation Checklist• Personal Protective Equipment• Standard Operating Procedure | <ul style="list-style-type: none">• Other : _____• Other : _____• Other : _____ |
|---|--|---|

EMERGENCY PROCEDURES

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| <input type="checkbox"/> Tour of emergency equipment, including: | <ul style="list-style-type: none">• Emergency Exits• Fire Extinguishers• Emergency Eyewash and Shower• Emergency Contact Sheet | <ul style="list-style-type: none">• First Aid Kit• Spill Kit• Phone• UCAIR Reporting System |
| <input type="checkbox"/> cALERT (http://calert.uchicago.edu)
Uchicago's electronic emergency notification system. | | |
| <input type="checkbox"/> UC Safe app (https://safety-security.uchicago.edu/services/uchicago_safe_mobile_safety_app/) | | |

PERSONAL PROTECTIVE EQUIPMENT

- | | | | |
|------------------|--|--|---|
| Laboratory Coat: | <input type="checkbox"/> Flame Resistant | <input type="checkbox"/> Non-flame resistant | Size _____ |
| Gloves: | <input type="checkbox"/> Disposable | <input type="checkbox"/> Non-disposable | Size _____ |
| Eye Protection: | <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Safety Goggles | <input type="checkbox"/> Prescription Safety Lenses |

ENGINEERING CONTROLS

- | | | |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Fume hoods | <input type="checkbox"/> Biosafety Cabinet | <input type="checkbox"/> Other: _____ |
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