Attachment 1

Individual Training Record

Starting Date: _____

Name:	PI:
Title:	Department:
Work Location:	

A. I have:	**Initial**	**Trainer**	**Date**
1. Submitted my Occupational Health forms to Employee or Student Health Services			
B. I have attended the following courses or received instruction in:			
1. Animal Care and Use 101			
2. Animal Care and Use 101-R (on-line exam)			
3. Aseptic Surgical Technique			
4.			
5.			
6.			
7.			
C. I have received training/information on the following:	**Initial**	**Trainer**	**Date**
1. Animal Bite Instructions (**Must** be reported to supervisor)			
2. The content and purpose of the Injury and Illness Prevention Plan (IIPP)			
3. The emergency action plan for my work area (in IIPP).			
4. Potential zoonotic diseases which I may be in contact in my work area. Including:			
5. Notification of my responsibility to contact my supervisor for training/information before I perform any task for which I am not trained			
6. Personal hygiene in the workplace			
7. The use of the EH&S website with regard to the Risk Assessment Tool			
8. Location of the emergency shower & eye wash			
9. Animal records with regard to pre, peri, and post-op monitoring			
10. Aseptic technique			
11. Animal carcass disposal and handling			
12. Identifying pain and discomfort in the animal(s) I am working with			
13. Cold sterilization procedures			
14. Anesthesia monitoring			
15. Safe Handling of anesthetic gases including scavenging procedures			
16. Controlled drug records and requirements (**P & P 290-70**)			
17. Chemicals in the lab and location, content and use of the Material Safety Data Sheets (MSDS's) (**SafetyNet 45**)			
18. Animal handling and husbandry			
19. Reporting Animal Care and Use Concerns			

D. I have reviewed the following SafetyNets (see EH&S website for additional SafetyNets)	**Initial**	**Trainer**	**Date**
• Minimizing **Aerosol** Exposure (#21)			
• Effective Use of **Autoclaves** (#26)			
• OSHA **Bloodborne Pathogen** Standard Worker Information (#36)			
• Partial List of Incompatible **Chemicals** (#4)			
• Guidelines for **Chemical Spill** Control (#13)			
• Guidelines for Disposal of **Chemical Waste** (#8)			
• Guidelines for **Disposal** of Sharps, Biological and Medical Waste (#3)			
• **Electrical** Safety Guidelines (#20)			
• **Emergency** Medical Care (#52)			
• **Eye and Face** Safety Protection for Laboratory Workers (#5)			
• Guidelines for the Safe Use of **Formaldehyde** (#11)			
• Compressed **Gas** Safety (#60)			
• **Lifting** (#46)			
• Guidelines for **Mercury** Spill Control (#16)			
• Glossary of **MSDS** (Material Safety Data Sheet) Terms (#45)			
• **Needle** and Syringe Safety (#62)			
• Steps You Can Take To Limit Your Exposure To **Radiation** (#10)			
• **Radiation** and Human Health (#71)			
• **Respiratory** Protection Program (#88)			
• Health and Safety Hazards: A **Students** Right to Know (#40)			
• How to Use a Chemical Fume Hood Safely (#35)			
E. I have read and understand the following Animal Care and Use Protocols and have received the following protocol specific training (i.e. surgical techniques, euthanasia methods, injection techniques, etc.):	**Initial**	**Trainer**	**Date**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			