Bio Basics Fact Sheet:
Research Lab Safety Training Requirements
http://www.dehs.umn.edu/bio_basicfacts.htm

Documentation

All training must be documented. A training record template is provided for lab specific safety training, http://www.dehs.umn.edu/Docs/SafetyTrainingRecord.doc.

- For Environmental Health and Safety in-person or on-line training listed below, documentation will be automatically entered into an employee’s Ulearn record.
- Employees may view their training record of training completed prior to 2012 in PeopleSoft via the Office of Human Resource’s Employee Self-Service page, http://hrss.umn.edu/trainingmenu/index.html. Click on Personal Training Record, log in and scroll down to the bottom of the page.
- To view your record of training completed after Jan. 2012 log in to Ulearn http://www1.umn.edu/ohr/training/lms/index.html
- Your entire training history is contained in in UM Reports (employee ID number is needed): To view, log in to https://www.umreports.umn.edu/ and type "Training History" in the "Search Reports" bar to locate your record.

Purpose

To provide an overview of the safety training requirements for University of Minnesota research labs. It is the responsibility of each department to:

- identify work place hazards
- identify affected employees
- provide employee access to appropriate hazard information
- train employees regarding hazards in the work place upon initial assignment, annually and when a new hazard is introduced
- keep training records for five years

Mandatory Training Requirements Fall into Four Areas:

- general lab safety training for all lab workers
- specific material use training
- lab specific safety training/new employee training
- building specific access training

1. General Lab Safety Training

Three web-based tutorials are mandatory for all lab workers and lab supervisors and are available at http://www.dehs.umn.edu/training_newlabsafety.htm. This training must be completed before working in a research lab and needs to be taken only once.

As well, all University of Minnesota faculty, staff, and students that work in or supervise individuals working in laboratories are required by law to receive training about hazards, safety issues and practices in their work place upon hire, at refresher intervals (at least annually), and whenever a new procedure is introduced. Annual training is mandated by both the federal Laboratory Safety Standard and the Minnesota Employee Right to Know
Each department has a Research Safety Officer (RSO) to coordinate and provide annual update training for members of the Department or College. Update training can also be satisfied by repeating the following DEHS training:

- Introduction to Research Safety
- Chemical Safety
- Chemical Waste Management

2. Specific Material Use Training

In addition to the above general training, work with the following materials requires additional training:

- **Bloodborne Pathogens Training** if work involves human blood, human body fluids, human cells (including cell lines), unfixed human tissue, and/or infectious agents (viruses, bacteria, fungi, rickettsia, prions). The training is required annually if you work with human material.  
- **Biological Safety in the Laboratory** training if work involves work with any biological agents, including recombinant or synthetic DNA  
- **Implementation of NIH Guidelines** if work involves recombinant or synthetic DNA,  
  [http://www.dehs.umn.edu/training_shiphazmat.htm](http://www.dehs.umn.edu/training_shiphazmat.htm).
- **Hazardous Shipping** for workers who package and ship hazardous materials, including dry ice, infectious substances or diagnostic specimens,  
  [http://www.dehs.umn.edu/training_shiphazmat.htm](http://www.dehs.umn.edu/training_shiphazmat.htm).
- **Controlled Substance** users must complete the online tutorial:  
  [Using Controlled Substances for Research](http://www.research.umn.edu/ibc/training/).
- **Animal Users** must complete training through IACUC,  
- **Radiation** training is required by the Nuclear Regulatory Commission (NRC) for persons who work in or frequent a radioactive materials area. For further information call Environmental Health and Safety at 612-626-6002.

3. Lab Specific Safety Training/New Employee Training

Training must be provided at the time of an employee's initial work assignment, prior to assignments involving new potential exposure situations and **annually** thereafter. Each Principle Investigator and/or laboratory supervisor is responsible for ensuring that employees are provided with training about the specific hazards (chemical, physical, and biological) in their laboratory work area. Training must include required procedures and personal protective equipment to reduce the risk of exposure.

All training, including lab specific training, must be documented. A [training record template](http://www.dehs.umn.edu/training_shiphazmat.htm) is provided. Expand "I was informed about" section as needed to list the topics covered by the training.

4. Building Specific Access Training

Some lab buildings may require specific training and documentation of in order for workers to be granted building access. Building management will communicate the training requirements to individuals when building access is required.