



New Laboratory User Checklist

New User Name: _____ PI: _____
 E-mail: _____ Dept: _____
 EID: _____ CSU ID: _____

Scope of work: _____

Bacteria cell lines: _____

Mammalian cell lines: _____

Requests access to room#: B216

B217

Complete and sign this form and store a copy with your biosafety training certificates

Prior to starting work, all laboratory staff and students must complete:

(Please enter date (month/year) when completed, or 'NA' if not applicable)

Paperwork

- Enrollment in the [Occupational Health Program](#): _____
- When working with *human cell lines*, submit '[Declaration of vaccination preference](#)' to EHS ([Joni Triantis](#)): _____

Training

- Online [BSL1/BSL2 training](#) (CSU EHS/Biosafety): _____
- In person [Biological Safety Cabinet \(BSC\) training](#) (Heather Blair): _____
- CCF site-specific orientation (Karolien Deneff): _____

Additional training is required prior to work with the following:

- Blood borne pathogens*: [Online Blood Borne Pathogen \(BBP\) training](#) (CSU EHS/Biosafety): _____
- Spores*: [Online N-95 training](#) (CSU EHS/Biosafety): _____

Site-specific Safety Orientation:

Have you been shown the locations/procedures/SOPs related to the following (please check):

- Biosafety cabinets and accessories
- Lab equipment (autoclaves, centrifuges, microscopes, water baths, freezers, incubators, etc.)
- Biological waste storage locations and transportation
- Fire extinguishers
- Emergency contacts
- First aid kits
- Biohazard materials spill kits
- Eye wash station
- Sign-up boards (BSC)
- Equipment user logs (BSC, centrifuge, autoclave, etc.)

- Cleanup schedule/logs (general lab, BSC)
- CSU safety manuals (Biosafety Manual; Exposure Control Plan)
- CCF Biosafety Plan, with: IBC approved protocols (AARFs and PARFs), MSDS sheets, Incident log, and CCF SOPs (Waste handling, BSC use/cleanup, Spill cleanup, Emergency & incident response)

Have you been able to review, sign and return to CCF manager:

- CCF Policies and Practices MOU

Have you been issued or given access to minimum Personal Protective Equipment (PPE):

- Laboratory coat
- Gloves
- Eye Protection (safety glasses, goggles)

Have you been informed and are you aware of all the risks associated with the work in these laboratories?

- B216
- B217

Please complete this quiz:

1. A biological safety cabinet is NOT:
 - A hood that provides a nearly sterile work environment for manipulations
 - A hood that provides protection of the worker conducting the manipulations
 - A hood that provides protection of the surrounding laboratory and the environment
 - A hood that is a laminar flow clean bench
2. Which item is a prerequisite for new lab workers handling biological materials (including just waste) in the lab?
 - Demonstrate an understanding of Standard Microbiological Practices
 - Agreement to adhere to biosafety practices in the lab
 - Know the location of the Biosafety Manual and have it available
 - Understand the reporting procedures for accidents or spills in the lab
 - All of the above
3. How should biological materials that need to be transported from the lab to another location be handled?
 - Wear a lab coat and transport materials in your pocket
 - Wear gloves and carry the material in your hands
 - Seal materials in a leak-proof, shatter-resistant secondary container
 - Cells in cell culture flasks and dishes are fine for transport

New User: _____
Signature Date

CCF Manager: _____
Signature Date