## New Laboratory User Checklist

<table>
<thead>
<tr>
<th>New User Name: _____________________</th>
<th>PI: _____________________</th>
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</thead>
<tbody>
<tr>
<td>E-mail: __________________________</td>
<td>Dept: ___________________</td>
</tr>
<tr>
<td>EID: ____________________</td>
<td>CSU ID: __________________</td>
</tr>
</tbody>
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**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 Denef): ______________

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