Laboratory Safety Training Matrix for KGI Research Personnel

1. Purpose

This training matrix outlines the minimum training requirements for laboratory personnel working in a research laboratory at KGI. The responses to the questions in the matrix determine which requirements apply to you. The faculty member (Principal Investigator) for a laboratory is responsible for ensuring that lab personnel are trained.

1. Application

These training requirements apply to lab supervisors, research personnel, postdocs, graduate students, undergraduate students, visitors, and general lab staff. PIs are responsible for ensuring that their personnel, including graduate and undergraduate students, are aware of the required trainings for their tasks.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | KGI undergraduate or summer students, graduate students, lab volunteers, research staff and faculty who….... | **Undergraduate or summer Students** | **Graduate students** | **Lab volunteers or resaerch assistants** | **PI & research staff** | **Biosafety officer and IBC members** | **IRB members** | **Frequency** | **Format** |
| **General lab safety (students)** | work in a laboratory | ● |  |  |  |  |  | Every lab course | CITI online\*\* |
| work in a laboratory that contains chemicals? | ● |  |  |  |  |  |
| work in a research lab containing biologicals? | ● |  |  |  |  |  |
| **Laboratory Chemical Safety** | work with hazardous chemicals | ● | ● | ● | ● |  |  | 3 yrs | CITI online\*\* |
| work in a fume hood | ● | ● | ● | ● |  |  |
| generate or manage hazardous chemical waste | ● | ● | ● | ● |  |  |
| work with compressed gas or cryogenics | ● | ● | ● | ● |  |  |
| **Biosafety** | use BSL1 level biological materials | ● | ● | ● | ● |  |  | 3 yrs | CITI online\*\* |
| use human materials (blood, tissue, cells, bloodborne pathogens) | ● | ● | ● | ● |  |  |
| work in a BSL2 lab | ● | ● | ● | ● |  |  |
| work with rDNA | ● | ● | ● | ● |  |  |
| ship biological/hazardous mateirals | ● | ● | ● | ● |  |  |
| generate/dispose bioogical waste | ● | ● | ● | ● |  |  |
| review or work on a IBC protocol | ● | ● | ● | ● | ● |  |
| work with sharps | ● | ● | ● | ● |  |  |
| dispose biohazard waste | ● | ● | ● | ● |  |  |
| **Animal Care and Use (ACU)** | work with animals | ● | ● | ● |  |  |  | 3 yrs | CITI online\*\* |
| handle animal tissues | ● | ● | ● |  |  |  |
| Is PI or personnel listed on an animal protocol |  |  |  | ● |  |  |
| **Human Subject Research (IRB)** | work with human subjects? | ● | ● | ● | ● |  |  | 3 yrs | CITI online\*\* |
| is Institutional officials or IRB chair? |  |  |  |  |  | ● |
| **KGI specific laboratory safety training** | work in a research laboratory? | ● | ● | ● | ● |  |  | Annual | CITI online\*\* |
| **KGI Laboratory Safety Seminar** | work in a research laboratory? | ● | ● | ● | ● |  |  | Fall and Spring sememster | Classroom |
| **Autoclave training** | use autoclaves |  | ● | ● | ● |  |  | Once | In person\* |

\*Administered by Laboratory Safety Manager

\*\* There are different course series available under some training programs on CITIprogram.org. Please choose the course series that best aligns with your role or jobs.