



MEMORANDUM

Date: January 17, 2024

To: Principal Investigators and Permit Holders

From: Deona Willes, MPH, CLS,
Executive Director, Environmental Health & Safety

Subject: Annual Laboratory Safety Refresher Training Memo

Happy New Year! As you embark on a new year of groundbreaking research, it is imperative that we uphold the highest standards of laboratory safety to keep everyone healthy and safe. In 2024, all Principal Investigators and Permit Holders are reminded to renew their Annual Laboratory Safety Refresher Training. Please complete the following within the next 60 days:

1. Review applicable topics on the *Annual Safety Refresher (ASR)* checklist with your lab staff.
2. Check off the safety topics that you discuss with your group.
3. Document attendance on the *Site-Specific Training Record (SSTR)*.
4. Submit the SSTR to EH&S via the online form at <http://tiny.cc/usc-train-ann-rfrsh>.

Please note: This year we have added a separate *Radiation Safety Refresher Topics* checklist page. The checklist is for any labs working with radioactive materials and should be completed on an annual basis. Please ensure that the *Rad Safety Refresher* checkbox is marked on the *SSTR* document.

Here are a few salient points to keep in mind:

- **Safety Trends:** Review the infographics later in this memo for insights into the *Top 3 Inspection Findings by Category* based on our inspections across the university as well as our *2024 Keys to Success in Safety*.
- **Exposures and Injury Procedures:** Follow the necessary steps outlined on the [Emergency Notification and Incident Reporting webpage](#) for any exposure or injury incident. Please report all incidents, regardless of exposure or injury, so EH&S may follow up accordingly.
- **Inspections and Chemical Inventory:** The Risk and Safety Solutions (RSS) platform continues to roll out at labs across campus for chemical inventory management, inspections, waste requests and more. Review the attached flyer for pertinent role-specific information.



- **Pathogen Safety Data Sheets (PSDS):** [Pathogen Safety Data Sheets](#) (PSDS) are available on the EH&S website and offer detailed information (e.g., characteristics, health hazards, and medical precautions/treatment) on pathogens used in research at USC. Labs must keep a printed PSDS and signed [PSDS Acknowledgement Record](#) for trained personnel.
- **Hazardous Waste Requests:** Labs that have transitioned to the RSS web application should utilize the WASTE module to request waste pickups. RSS can also use the software to print a customized waste tag. The Waste tag includes an RSS Tracking number and helps identify hazard information about that waste container's contents. Waste pickup requests must be submitted online. More information at the [Request a Hazardous Waste Pickup Page](#).
- **Safety Training Modules:** EH&S continues to provide periodic instructor-led live safety training courses and continues to expand or improve e-Learning course offerings via Trojan Learn. New modules include:
 - Radiation Safety Refresher Training Online ([TrojanLearn](#))
 - Viral Vector (VVT) and BSL-2+ Safety Training ([TrojanLearn](#))
 - Principles of Biosafety (BIO) Online ([TrojanLearn](#))
 - How to Use the Emergency Eyewash and Safety Shower in a Lab at USC ([YouTube video](#))

Here are training projects that are coming soon:

- X-ray Safety (TrojanLearn)

Additionally, we are pleased to announce that our [How to Use a Biosafety Cabinet at USC](#) video was recognized by *The American Biological Safety Association (ABSA)*, winning First Prize in the 2023 Biosafety Month Promotional Awards. Visit our [USC EH&S Youtube Channel](#) to find more informational/instructional videos.

Lastly, EH&S continually strives to improve itself and enhance its programs for you, our clients. We invite you to share your thoughts about EH&S by participating in a [brief customer survey](#).

Thank you again for your continuing efforts to protect the health and safety of the campus community. We look forward to a prosperous and safe 2024 at USC.

Sincerely,

Deona Willes, MPH, CLS,

Executive Director, USC Environmental Health & Safety

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Choose safety refresher topics below based on relevance to your research and operations.

1. **Check** off the topics that you cover during your annual refresher training
2. **Document** attendance using the [Site-Specific Training Record \(SSTR\)](#)
3. **Submit the SSTR to EH&S** via the [online form](#).

<input checked="" type="checkbox"/>	Topic	Description
<input type="checkbox"/>	Biohazard Reporting Guidelines	Review the procedures and policies for reporting incidents, accidents, spills, and losses including incidents with recombinant DNA (r-DNA). Review Appendix G-II-B-2-k of the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules April 2019 for more information.
<input type="checkbox"/>	Biohazardous Substances Registration	Review the guidelines for using biological materials at USC and ensure there is an up to date Biohazard Use Authorization in iStar for the use of microorganisms, recombinant and/or synthetic nucleic acid molecules (DNA, RNA), toxins of biological origin, and chemicals used in biomedical research.
<input type="checkbox"/>	Chemical Inventory Management	All labs are required to maintain an updated chemical inventory in accordance with Cal-OSHA and USC policies. An accurate chemical inventory is essential for emergency planning and incident response. USC will be transitioning from EHSA to <i>Risk & Safety Solutions</i> for chemical inventory management. EH&S will reach out to individual labs to assist with the transition. Learn more at: https://ehs.usc.edu/research/lab/chemical-inventory/
<input type="checkbox"/>	Controlled Substances	<p>Per DEA regulation 1301.12, "A separate registration is required for each principal place of business or professional practice where controlled substances are stored, administered, or dispensed by a person." Therefore, the address on your DEA license should correspond to the address where you store and use controlled substances.</p> <p>Ensure compliance with Federal and State regulations. Review requirements for security and storage, recordkeeping, handling, usage, and disposal. Furthermore, Pls must complete and submit a physical inventory of CS annually to USC EH&S (CS Form C).</p> <p>Learn more at: https://ehs.usc.edu/research/cspsc/</p>
<input type="checkbox"/>	Driver Safety	Ensure any personnel driving a University Vehicle (including electric carts, golf carts, GEM vehicles, and Low Speed Vehicles) complete the Driving Defensively eLearning course on Trojan Learn. Questions? Contact injuryprevention@usc.edu .
<input type="checkbox"/>	Emergency Equipment	Ensure all personnel are aware of the location of fire extinguishers, emergency showers, emergency eyewashes, drench hoses, first aid kits , spill kits , HF burn kits , and phenol first-aid kits . Inspect the items in first aid kits, HF burn kits, and phenol first aid kits and replace any which are past the expiration date.



<input checked="" type="checkbox"/>	Topic	Description
<input type="checkbox"/>	Emergency Response and Notification	Discuss reporting accidents and incidents that involve hazardous materials (including biologicals), and what to do following an exposure, including how and where to obtain medical attention, and what documentation is required. See Emergency Notification Protocol web page.
<input type="checkbox"/>	Seek Medical Treatment	Review the following publications: <ul style="list-style-type: none"> • USC Workers' Compensation Website • USC EH&S Website • Seeking Medical Treatment
<input type="checkbox"/>	Engineered Sharps/ Safe Sharps Disposal	Use safety engineered sharps whenever possible. Emphasize that users don't recap needles, leave needles or other sharps unattended, or place any needles in trash or biohazard bag! Refer to EH&S' Needle/Syringe Selection and Usage webpage for more information.
<input type="checkbox"/>	Fume Hood Use	Watch and discuss the video How to Properly Use and Operate a Fume Hood on the EH&S YouTube page. The video encourages learners to: <ol style="list-style-type: none"> 1. Check airflow - If zero airflow, place a service request with FPM, 2. Remove clutter - Overcrowding disrupts air flow and reduces fume hood efficiency, 3. Work at minimum practical sash height - Maximum working height is listed on yellow certification sticker, 4. Conduct work > 6 inches inside fume hood, 5. Close sash fully when not in use, 6. And, wear appropriate PPE (e.g. eye protection, lab coat, gloves) when using the fume hood.
<input type="checkbox"/>	Fact Sheets	Select pertinent Fact Sheets for group discussion at https://ehs.usc.edu/fact-sheets/ .
<input type="checkbox"/>	HF Safety	Hydrofluoric acid can be fatal if improperly handled! If your lab uses hydrofluoric acid, review your HF Safety SOP , relevant safety information (http://www.calgonate.com/safety_info.php) and the EH&S Fact Sheet , and ensure your lab is outfitted with HF first-aid supplies (calcium gluconate gel). Please ensure all HF users are trained in safe use and handling. Training must be documented.
<input type="checkbox"/>	Housekeeping	Stress good housekeeping practices. Remember, "A Clean Lab is a Safe Lab."
<input type="checkbox"/>	Laboratory Hazard Assessment	Review all potential chemical, biological, radioactive and physical hazards used in your laboratory(s) and the tasks performed by lab staff that may cause exposure to these agents; use the Lab Hazard Assessment Tool (LHAT) - PDF or RSS - as a guide. Determine how to mitigate these hazards by employing protective measures in terms of engineering, administrative, and PPE controls. Volatile health hazardous chemicals and radioactive materials should only be handled inside a certified fume hood. Furthermore, review the USC PPE Standards and seek guidance from EH&S for specific activities or hazards.
<input type="checkbox"/>	Laboratory Inspections	Review recent findings from EH&S safety inspections/audits of your laboratory(s) with your research group. If EH&S conducted your inspection via the <i>Risk & Safety Solutions</i> (RSS) web application, there is a RSS Inspect Responsible Party SOP available to assist. As a reminder, you may also develop a self-inspection plan and discuss ways of improving overall lab safety.



<input checked="" type="checkbox"/>	Topic	Description
<input type="checkbox"/>	No Food, Drink, or Chewing Gum in the Laboratory	Food, drinking water, powdered milk, cosmetics, smoking materials, etc. are not allowed in any laboratory containing hazardous materials (including at writing desks in labs) unless used specifically for research purposes. Food, beverages, water or cosmetics intended for research purposes must be individually labeled: "For Lab Use Only" or "For Research Use Only." Refer to Food and Drink in Laboratories Fact Sheet .
<input type="checkbox"/>	Phenol Safety	If your lab uses phenol or phenol-containing reagents (e.g. phenol-chloroform, TRI Reagent®), please your Phenol Safety SOP and the Phenol Safety Fact Sheet . Ensure phenol users utilize appropriate PPE (as detailed in the Fact Sheet) and outfit the lab with a phenol first aid kit.
<input type="checkbox"/>	Record Keeping	Review record-keeping procedures detailed on the EH&S webpage, such as Controlled Substance Request forms (CS Form G), Controlled Substance Use Authorization forms (CS Forms A , C), Controlled Substance Usage and Disposal Logs (CS Forms B , B-1), Radioactive Material Usage Records, Transfer of Radioactive Material forms, and Wipe Test results (if required).
<input type="checkbox"/>	Safety Data Sheets (SDS)	Ensure personnel have access to and understand SDS for all hazardous materials in the lab. Include discussions on hazards, safe handling, PPE, emergency information, etc. A printed copy of a current SDS should be physically available in the vicinity of any work with materials of very high acute health hazard. Learn more at: http://ehs.usc.edu/research/lab/sds/ .
<input type="checkbox"/>	Security for Substances of Interest	Discuss your procedures for assuring that Radioactive Material, Select Agents, Controlled Substances, and highly acute toxicants are securely stored and security precautions are in place when used.
<input type="checkbox"/>	Standard Operating Procedures (SOPs)	Develop, review, and train personnel on content present in the SOPs for hazardous materials , lab-specific operations, and specialized equipment. Review SOPs on an initial and annual basis for all lab personnel. NOTE: The PI and/or Lab Manager must retain training records for all internal training.
<input type="checkbox"/>	Time-Sensitive Chemicals (Including Organic Peroxide Formers)	Ensure that all time-sensitive chemicals, including peroxide formers, are dated with "received date" and "date when opened." Time-sensitive chemicals shall be tested or disposed when they reach their maximum storage time. Consult the EH&S Time-Sensitive Chemicals webpage for comprehensive information and instructions.
<input type="checkbox"/>	Waste Disposal	<p>Review hazardous waste disposal procedures, including waste segregation, labeling, appropriate use/placement of containers, placing lids on bio-cans and table top containers when not in use, and record keeping. Only appropriate, properly labeled containers can be picked up. Chemical waste containers must be labeled with the official "Hazardous Waste" label, and the accumulation start date clearly marked. The label must also include: (a) composition (NO abbreviations or chemical formulae); (b) solid/liquid; (c) hazardous properties (e.g. flammable); (d) PI name; and (e) lab location. Review biohazardous and pathological waste disposal procedures, and sharps disposal.</p> <p>Learn More:</p> <ul style="list-style-type: none"> Hazardous Waste Disposal Guide Sheet: http://tiny.cc/usc-hzwst-disp-gs Hazardous Waste Labeling Guide Sheet: http://tiny.cc/usc-hazwaste-lblng Waste Pickup Request - http://tiny.cc/hazmat-pickup <ul style="list-style-type: none"> EHSA http://tiny.cc/ehsa-waste-PU RSS http://tiny.cc/usc-rss-WASTE-tutorial



CheckList

Annual Bloodborne Pathogens (BBP) Refresher Training

The minimum required training topics for BBP are listed below. **BBP refresher training may also be completed online via [Trojan Learn](#)** or by registering for an instructor-led session via the [USC EH&S Training Page](#). Additional training is required for employees of HIV, HBV, and HCV Research Laboratories. Questions? Contact EH&S at biosafety@usc.edu. More information:

- [OSHA's Bloodborne Pathogens and Needlestick Prevention](#)
- [USC Bloodborne Pathogen Program](#)

<input checked="" type="checkbox"/>	Topic	Description
<input type="checkbox"/>	1. An Accessible Copy of the BBP Standard	Inform personnel of where to find the Cal/OSHA Bloodborne Pathogens Standard and an explanation of its contents (www.dir.ca.gov/title8/5193.html).
<input type="checkbox"/>	2. Epidemiology and Symptoms	Explain general epidemiology and symptoms of bloodborne pathogens.
<input type="checkbox"/>	3. Modes of Transmission	Explain the modes of transmission of bloodborne pathogens.
<input type="checkbox"/>	4. Risk Assessment	Explain the appropriate methods to recognize tasks and other activities that may involve exposure to blood and other potentially infectious materials (OPIM).
<input type="checkbox"/>	5. Exposure Control Plan	Explain your lab's Exposure Control Plan and how employee(s) can obtain a copy of the written plan. Review what to do in case of exposure or spill .
<input type="checkbox"/>	6. Pathogen Safety Data Sheets (PSDS)	Review the PSDS for Human and Non-Human Primate Materials as well as any other pertinent PSDSs applicable to your lab.
<input type="checkbox"/>	7. Methods of Compliance	Explain the use and limitations of methods to prevent or reduce exposure, including appropriate engineering (engineered sharps, biosafety cabinets), administrative or work practice controls, and personal protective equipment (gloves, safety glasses).
<input type="checkbox"/>	8. Decontamination and Disposal	Review proper decontamination and disposal procedures.
<input type="checkbox"/>	9. Personal Protective Equipment (PPE)	Discuss selection, proper use, location, removal, handling, decontamination and disposal of personal protective equipment for work in your lab.
<input type="checkbox"/>	10. Hepatitis B Vaccination	Remind personnel about the Hepatitis B vaccine, its efficacy, safety, benefits of being vaccinated, and that it is provided free of charge to employees through the USC Medical Surveillance Program at (323) 442-2200 or biosafety@usc.edu .
<input type="checkbox"/>	11. Emergencies	Review emergency notification procedures as outlined on the Emergency Notification and Incident Reporting webpage .
<input type="checkbox"/>	12. Exposure Incident, Post-Exposure Evaluation, and Follow-Up	Explain exposure incident procedures, including how to report an incident, location of medical facilities, and that medical follow-up that will be available. Note: If a Sharp is involved, record the incident in the <i>For Needle Sticks Only</i> section of the Manager's Report of Incident Form . This is necessary for OSHA recordkeeping.
<input type="checkbox"/>	13. Signs and Labels	Explain all signs, labels, and/or color coding required in the lab.
<input type="checkbox"/>	14. Interactive Questions & Answers	Provide an opportunity for interactive questions and answers.



CheckList

Radiation Safety Refresher Topics

A Radiation Safety Refresher is required annually for anyone working with radioactive materials (RAM). Review the topics below and check off the items that you cover with your lab staff. Upon completion, ensure that you: 1) **Document** attendance using the [Site-Specific Training Record \(SSTR\)](#); and, 2) **Submit the SSTR to EH&S** via the [online form](#).

<input checked="" type="checkbox"/>	Topic	Description
<input type="checkbox"/>	Laser Safety Requirements	If your lab uses Class 3B and Class 4 open laser setups, make sure lab doors are properly posted, all lab personnel are aware of lab-specific laser standard operating procedures and beam alignment procedures when applicable and have appropriate eye protection available. Lab should maintain copies of these procedures signed by lasers users. Learn more at: https://ehs.usc.edu/research/laser/
<input type="checkbox"/>	No Food, Drink, or Chewing Gum in the Laboratory	Automatic suspension of a radioactive materials permit can be enforced if evidence of food is found where radioactive materials are used. [Regulatory references: Cal-OSHA §3368 ; §5191 Appendix A ; §5193 (d) (3) (B) .]
<input type="checkbox"/>	Radiation Contamination Control	Review the defined work areas in your lab that are required for radioactive materials; selection of appropriate instrumentation and survey methods; and the need for frequent monitoring, visual indication of area boundaries, and prompt decontamination and documentation of spills. Each lab must document monthly contamination checks for all rooms on the Radiation Permit on EHSA. Remind laboratory personnel that potentially contaminated items, including PPE and laboratory samples, are not permitted in offices.
<input type="checkbox"/>	Radioactive Contamination Survey Instruments	Review the proper use of survey instruments (portable, LSC, gamma counters, etc.) to detect possible contamination, and the need to monitor hands with disposable gloves before, during and after handling radioactive material.
<input type="checkbox"/>	Radioactive Material Inventory Control	Review your specified locations and procedures for radioactive material use/storage. Stress the requirement for accurate and timely entries in the online EHSA system and placing the inventory number, radionuclide, amount of activity and date on all stock vials, tubes, or on the box that the radionuclide is stored in.
<input type="checkbox"/>	Radioactive Material Order	Review how to order radioactive materials using Workday. Instructions can be found on the USC EH&S Ordering Radioactive Materials (RAM) webpage . All deliveries must be made to the HSC EH&S Office at 2001 N. Soto St, SBA 329 Los Angeles, CA 90032.
<input type="checkbox"/>	Radioactive Material Transfer	Discuss protocols for transfer(s) of radioactive material either to another campus location or to another institution. Note that this requires prior written approval by Radiation Safety.
<input type="checkbox"/>	Radioactive Material Use Permit Changes	Discuss any changes or amendments to your Use Permit in the last 12 months (e.g., new research protocols; new authorized users; addition of new radionuclides; changes in possession or procedure limits, or authorized locations).
<input type="checkbox"/>	Radioactive Monitoring Personal Dosimeters	Emphasize the proper use and care of personal dosimeters (Whole Body & Ring dosimeters). Review how to return dosimeters to Radiation Safety, how to report lost/damaged dosimeters, personnel changes, and any exposure concerns. Remind staff that if they are issued a personal dosimeter or finger ring, they must wear the dosimeter while they are working in the laboratory, even though they may not be using radioactive materials. More information at: https://ehs.usc.edu/research/rad/dosimeter/



2023

USC OFFICE OF ENVIRONMENTAL HEALTH & SAFETY



TOP LABORATORY INSPECTION FINDINGS BY PROGRAM

LAB SAFETY



- 1 Deficient labeling of hazardous materials container or storage area
- 2 Missing or unsatisfactory secondary containment
- 3 Personnel have not received appropriate initial or refresher training.



BIOSAFETY

- 1 Bio/biomedical research not registered with the IBC
- 2 Personnel working with biohazards not listed on IBC protocol
- 3 Non-sharps in sharps waste container

RADIATION SAFETY



- 1 Missing or incomplete safety training for authorized users
- 2 Unsatisfactory lab contamination survey records
- 3 Unsatisfactory radioactive waste disposal practices

2024 Keys to Success in Safety

USC OFFICE OF ENVIRONMENTAL HEALTH & SAFETY

Moving or Closing a Lab?

Keep it Safe: Notify EH&S when moving or closing your lab. Special safety and regulatory considerations (e.g., decommissioning) require proper handling of equipment and materials. This ensures proactive collaboration and minimizes risks associated with unattended chemicals and other hazardous materials or equipment.

To move or close your lab, follow the steps outlined on the EH&S website:

Move or Close a Lab Webpage:

<https://ehs.usc.edu/hazmat-mgmt/move-or-close-a-lab/>

Risk & Safety Solutions (RSS) Implementation

ALREADY USING RSS?

Hazardous Waste in RSS

- Add waste containers to RSS when you begin accumulating
- Print a waste tag using RSS and affix it to your waste container. If you choose to use a non-RSS waste label, please ensure that the RSS tracking # is included at time of pickup.
- Request a chem, bio, or universal waste pickup via RSS

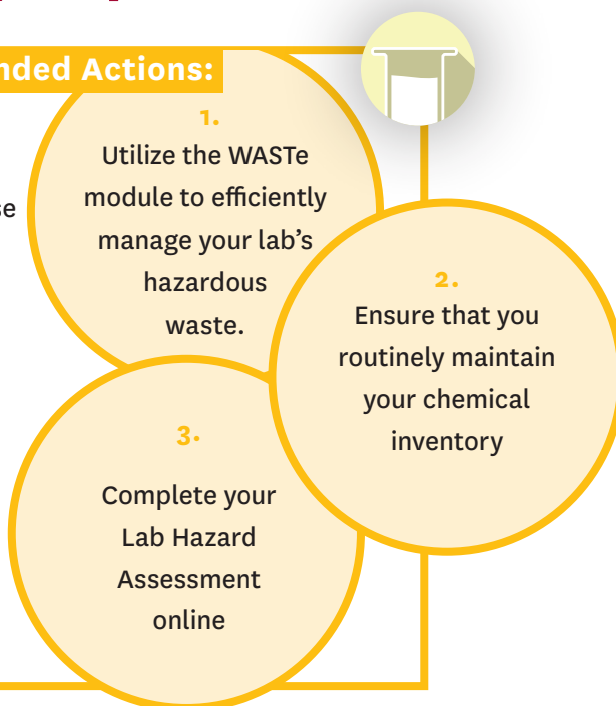
Chemical Inventory in RSS

- Actively add new chemicals and remove old, used, or unwanted chemical containers from the system
- EH&S Inventory Specialists available for support and check-ins

RSS SOPs and Resources at:

<http://tiny.cc/usc-rss-info>

Recommended Actions:



STILL AWAITING RSS IMPLEMENTATION?

- EH&S will contact research groups via email to schedule initial chemical inventory process
- Prepare your lab by organizing and disposing any empty or unwanted chemical containers
- For large scale disposals (>30 chemical containers), email hazmat@usc.edu

Radioactive Materials Users

- Inventory practices remain unchanged until further notice
- EH&S has begun utilizing the RSS system to manage Radiation Safety and X-Ray Inspections

BIOSAFETY

Animal Allergies	http://tiny.cc/usc-ehs-AA-fs
Animal Exposure Risk Assessment	http://tiny.cc/usc-ara-fs
BSL-2+ Guidelines for Using SARS-CoV-2 Clinical Specimens	http://tiny.cc/usc-bsl2-sars-cov
Biohazardous Spill Clean-Up	http://tiny.cc/usc-bio-cleanup
Class II Biosafety Cabinets	http://tiny.cc/usc-bscII-fs
Common Disinfectants for the Laboratory	http://tiny.cc/usc-comdisinfect-gs
Cryostats and Microtomes	http://tiny.cc/usc-microtome-cryostat-gs
Dual Use Research of Concern (DURC)	http://tiny.cc/usc-ehs-DURC-fs
Glove Donning and Doffing	http://tiny.cc/usc-glove-don-doff
Proper Use of Class II Biosafety Cabinets	http://tiny.cc/usc-BSCuse-fs
Safe Alternatives to Open Flames in a BSC	http://tiny.cc/usc-alt-flame-fs
Transfer of Biological Materials	http://tiny.cc/usc-ehs-xfer-bio
Transport of Biological Materials	http://tiny.cc/usc-ehs-transprt-bio
Transport of Patient Specimens for COVID-19 Research	http://tiny.cc/usc-transport-CoV2
Vaccinia Vaccine	http://tiny.cc/usc-smIPx-vac

CONTROLLED SUBSTANCES AND PRECURSOR CHEMICALS

Controlled Substances Use Authorization (CSUA)	http://tiny.cc/usc-csua-gs
Controlled Substance Purchase Guide Sheet	http://tiny.cc/usc-csPrchs-gs
Controlled Substances Recordkeeping & Inventory	http://tiny.cc/usc-cs-inv-gs
Waste Disposal of Controlled Substances	http://tiny.cc/usc-cs-disp-gs
DEA Registration & Renewal	http://tiny.cc/usc-ehs-dea-RR-fs
Precursor Chemical Purchase Guide Sheet	http://tiny.cc/usc-pcPrchs-gs

GENERAL

EH&S Services Guide Sheet	http://tiny.cc/usc-ehs-services
Research Training Finder	http://sc-ctsi.org/training-matrix/

HAZMAT/ENVIRONMENTAL COMPLIANCE

Aboveground Storage Tanks (AST)	http://tiny.cc/usc-ast-fs
Aerosol Can Management	http://tiny.cc/usc-aerosol-fs
Air Pollution Emission	http://tiny.cc/usc-emissions-fs
Battery Recycling (Sustainable Practice)	http://tiny.cc/usc-ehs-btry-fs
California Environmental Reporting System (CERS)	http://tiny.cc/usc-cers-fs
Compressed Gas Cylinder Disposal	http://tiny.cc/usc-ehs-gasdisp-fs
Compressed Gas Cylinder Storage	http://tiny.cc/usc-cmpGas-fs

HAZMAT/ENVIRONMENTAL COMPLIANCE (CONTINUED)

Defrosting Research Freezers & Refrigerators

<http://tiny.cc/usc-defrst-frzr-gs>

EHSA Waste Pick-up SOP + Waste Supplies

<http://tiny.cc/ehsa-waste-PU>

Hazardous Waste Disposal

<http://tiny.cc/usc-hzwst-disp-gs>

Hazardous Waste Labeling

<http://tiny.cc/usc-hazwaste-lblng>

Hazardous Waste Prep and Staging

<http://tiny.cc/usc-ehs-hazwastePrp>

Recycling Hazardous Waste

<http://tiny.cc/usc-hazwasrec-fs>

Universal Waste Management

<http://tiny.cc/usc-univ-fs>

LAB SAFETY

Biological Abbreviations and Formulas

<http://tiny.cc/usc-bio-abbr-gs>

Chemical Abbreviations and Formulas

<http://tiny.cc/usc-chm-abbr-gs>

Chemical Spill Kit Guide Sheet

<http://tiny.cc/usc-ehs-chmSplkit-gs>

Chemical Spill Response Guide Sheet

<http://tiny.cc/usc-chmSpl-resp-gs>

Chemical Waste Disposal

<http://tiny.cc/usc-chm-dsp-gs>

Cryogen Safety

<http://tiny.cc/usc-ehs-cryo-fs>

Eye Protection

<http://tiny.cc/usc-ehs-EP-fs>

Food and Drink in Laboratories

<http://tiny.cc/usc-food-in-labs-gs>

Footwear: Shoes

<http://tiny.cc/usc-ehs-fs-ppeFoot>

Goggle/Face Shield for Splash Hazards

<http://tiny.cc/usc-ggl-fshld-fs>

Hydrogen Fluoride Safety

<http://tiny.cc/usc-ehs-fs-HF>

Lab Coat Loaner Request Form

<http://tiny.cc/labCoat-loaner>

Lab Coat Selection and Laundering Service

<http://tiny.cc/labCoat-select>

10-Minute Lab Safety Talks

<http://tiny.cc/usc-safety-script>

Laboratory Security

<http://tiny.cc/usc-lab-security-fs>

Mercury Safety

<http://tiny.cc/usc-Hg-fs>

Phenol Safety

<http://tiny.cc/usc-phenol>

PPE at Desk in Laboratory Guide

<http://tiny.cc/usc-ppe-labdesk>

Sharps and Broken Glass Disposal

<http://tiny.cc/usc-shrpsGlass-disp>

Soldering Safety

<http://tiny.cc/usc-solder-safT-gs>

Student Lab Coat Laundering

<http://tiny.cc/usc-stu-labcoat>

Ultraviolet Radiation

<http://tiny.cc/usc-ehs-UV-fs>

Unattended Hazardous Operations

<http://tiny.cc/usc-unattended-operations>

Waste Hierarchy

<http://tiny.cc/usc-waste-hrchy-gs>

OCCUPATIONAL HEALTH & SAFETY

Cal-OSHA Inspections	http://tiny.cc/usc-calosha-fs
Carbon Monoxide (CO)	http://tiny.cc/usc-co-fs
Cuts and Lacerations	http://tiny.cc/usc-cutslac-fs
Electrical Safety	http://tiny.cc/usc-electSafe-gs
Emergency Eyewash & Shower Activation	http://tiny.cc/usc-eyewash-shower-gs
Ergonomics in the Workplace	http://tiny.cc/usc-ergo-fs
First Aid Kits	http://tiny.cc/usc-1st-aid-kits-gs
Food Safety	http://tiny.cc/usc-foodsafety-fs
Globally Harmonized System	http://tiny.cc/usc-hazcom-ghs
El Sistema Global Armonizado (GHS Spanish version)	http://tiny.cc/usc-hazcom-ghs-sp
Hand and Power Tools Safety	http://tiny.cc/usc-powertools-fs
Hearing Conservation and Noise Control	http://tiny.cc/usc-ehs-hearcnsrv-fs
Heat Illness Prevention	http://tiny.cc/usc-heat-fs-en
Heat Illness Prevention – Spanish	http://tiny.cc/usc-heat-fs-sp
Heat Illness Prevention for Supervisors	http://tiny.cc/usc-heat-fs-sup
Hierarchy of Controls	http://tiny.cc/usc-hierarchycon-fs
IIPP Administrator Guide	http://tiny.cc/usc-iipp-admin-gs
IIPP Fact Sheet	http://tiny.cc/usc-iipp-fs
Indoor Air Pollution: Gas Stoves	http://tiny.cc/usc-IAQ-gas-stoves-fs
Indoor Air Quality: Workplace Odors	http://tiny.cc/usc-IAQ-fs
Ladder Basics	http://tiny.cc/usc-ladder-fs
Lifting and Back Safety	http://tiny.cc/usc-liftsafe-fs
Mold Prevention	http://tiny.cc/usc-moldprev-fs
Mold Prevention in Cold Rooms	http://tiny.cc/usc-ehs-mold-CR-fs
Prescription Safety Glasses Form – USC Roski Eye Institute	http://tiny.cc/uscRoski-eyeprtct
Respiratory Protection Program	http://tiny.cc/usc-ehs-RPP-fs
Safe Operation of Low Speed Vehicles	http://tiny.cc/usc-lsv-fs
Safe Operation of Utility Carts	http://tiny.cc/usc-utility-carts-FS
Slips, Trip, and Fall Prevention	http://tiny.cc/usc-slips-fs
Vehicle/Driver Safety	http://tiny.cc/usc-drivesafe-fs
Water Damage and Restoration	http://tiny.cc/usc-h2o-damage-restore-gs

RADIATION SAFETY

Cleaning Radioactive Contamination	http://tiny.cc/usc-clean-rad-contam
Electron Microscope Safety Guide Sheet	http://tiny.cc/usc-EMSafety-gs
Fluoroscopy in Research	http://tiny.cc/usc-fluoros-fs

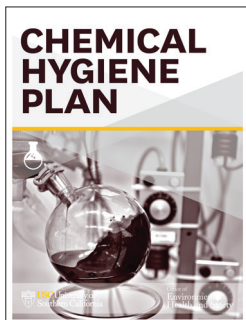
RADIATION SAFETY (CONTINUED)

Generally Licensed Radioactive Material	http://tiny.cc/usc-genL-RAM-gs
Iodination Safety	http://tiny.cc/usc-iodination-safety
Laser Safety	http://tiny.cc/usc-lasersafety-fs
Laser Safety Eyewear	http://tiny.cc/usc-lasereyewear-fs
Personnel Monitoring Devices	http://tiny.cc/usc-ehs-fs-radMntr
Rad Waste Disposal	http://tiny.cc/usc-radwst-gs
Radioactive Contamination Checks	http://tiny.cc/usc-ehs-radchk
Radioactive Material Handling	http://tiny.cc/usc-rad-handling
Radioactive Material Purchase	http://tiny.cc/usc-ehs-RAM-purchase
Radioactive Material Transport/Shipment	http://tiny.cc/usc-ehs-RAM-xprt
Radiation Use Authorization (RUA) – Radioactive Materials (RAM)	http://tiny.cc/usc-fs-rua
Radiofrequency Radiation	http://tiny.cc/usc-rf-rad-fs
Rodent Irradiation	http://tiny.cc/usc-rodentIrrad-gs
Uranyl Compounds	http://tiny.cc/usc-ehs-fs-Ucmpds
X-ray Producing Device Registration	http://tiny.cc/usc-xray-registration

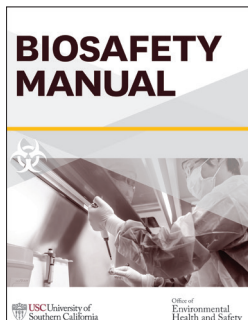
SUSTAINABILITY

Greenhouse Gases (GHG)	http://tiny.cc/usc-ghg-fs
Waste Diversion	http://tiny.cc/usc-waste-diversion-fs

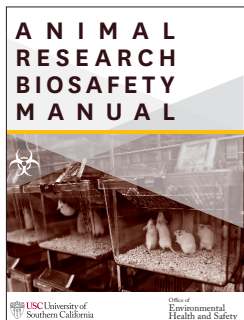
RESEARCH SAFETY



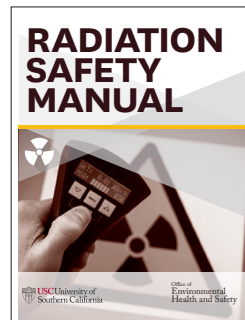
Chemical Hygiene Plan
<http://tiny.cc/chem-hygiene-plan>



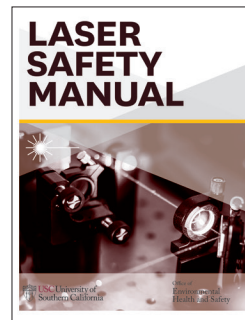
Biosafety Manual
<http://tiny.cc/uscehs-bio-manual>



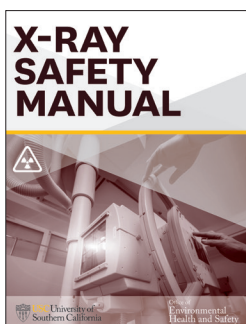
Animal Research
Biosafety Manual
<http://tiny.cc/usc-arbsm>



Radiation Safety
<http://tiny.cc/usc-RSM>

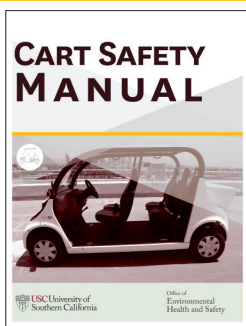


Laser Safety
<http://tiny.cc/uscehs-LSM>



X-Ray Safety
<http://tiny.cc/usc-XSM>

OCCUPATIONAL HEALTH & SAFETY



Cart Safety Manual
<http://tiny.cc/usc-cart-SaFT-prgm-manl>



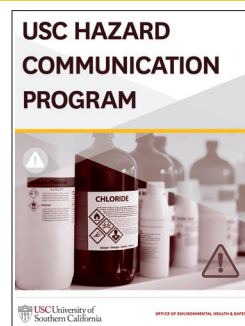
Confined Space
Entry Program
<http://tiny.cc/usc-csep-manual>



Dive Safety Manual
<http://tiny.cc/usc-dive-manual>

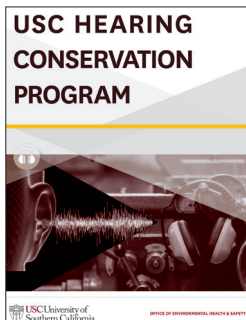


Fall Protection Manual
<http://tiny.cc/usc-fpp>

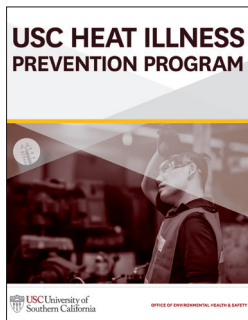


Hazard Communication
Program
<http://tiny.cc/usc-hazcom-program>

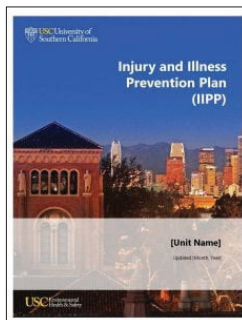
OCCUPATIONAL HEALTH & SAFETY CONTINUED



Hearing Conservation
Program
<http://tiny.cc/usc-hcp>



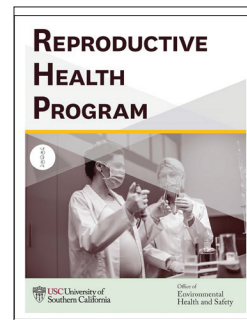
Heat Illness
Prevention Program
<http://tiny.cc/usc-heat-ill-pp>



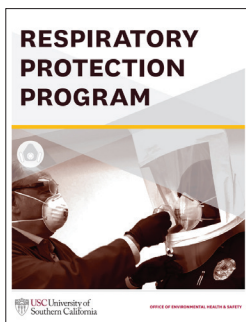
Injury and Illness
Prevention Plan
<http://tiny.cc/usc-iipp-template>



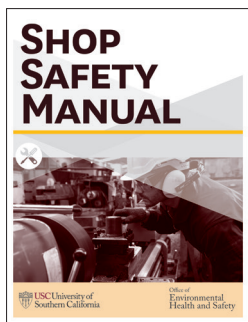
Machine Guarding
Program (MGP)
<http://tiny.cc/usc-mgp>



Reproductive Health
Program (RHP)
<http://tiny.cc/usc-rhp>

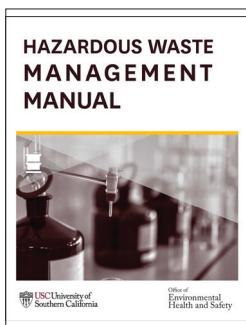


Respirator Protection
Program (RPP)
<http://tiny.cc/usc-RPP>



Shop Safety Manual
<http://tiny.cc/usc-shop-SSM>

HAZMAT/ENVIRONMENTAL COMPLIANCE



Hazardous Waste
Management Manual
<http://tiny.cc/usc-hazwaste-mgmt>

SITE-SPECIFIC TRAINING RECORD

Document any site-specific safety training sessions. Place a copy with your departmental training records.

Refresher Type Check all that applyAnnual Lab Safety Refresher ☐BBP Refresher ☐Rad Safety Refresher ☐**SOP Refresher Topics** Check all that applyAcute Toxicants ☐Carcinogens ☐Corrosives ☐Cryogenics and Dry Ice ☐Flammables ☐Oxidants ☐Phenol ☐Reproductive Toxicants ☐RAM ☐PSDS ☐Other ☐**Training Details**Video Conference (e.g., Zoom) ☐In-Person ☐

PI Name

Date

Trainer Name

Date

Location (if applicable)

Duration

I hereby certify that the information provided is correct to the best of my ability: ☐

Trainer Signature

Name	Email	10-Digit USC ID#