

Environmental Health & Safety Office Safety Training Checklist

Research Staff and Faculty with Labs – Training Requirements

Position Requirements	Required Training Module	Training Mechanism	Required Frequency
Works in a laboratory (if a research staff member works primarily at an affiliate institution, but also maintains a research lab at MCW, the researcher (and associated staff) must take MCW's training)	Laboratory Chemical Safety Training	train.mcw.edu	Initial/Refresher every three years*
	Complete Lab-Specific Employee Orientation Checklist (intranet access required)	One-on-one review of the checklist between the PI or his/her designee, and the new employee/student (or existing employee/student that has transferred to a new lab)	Once, upon initial assignment to a lab (any transfer to a new lab space requires another checklist review)
Works in morgue, or teaches in Anatomy/Pathology labs	Formaldehyde Safety Training	One-time training on train.mcw.edu	Initial
Works in histology labs or periodically with formalin / paraformaldehyde in other labs	Formaldehyde Safety Training is recommended, however, not required	One-time training on train.mcw.edu	Initial
Works with recombinant material/treated or transgenic animals	Recombinant DNA Training for Researchers	train.mcw.edu	Initial/Refresher every three years
Works with Human or Non-Human Primate source materials including cell lines	Bloodborne Pathogens for Researchers	train.mcw.edu	Initial/Annual Refresher
Transports or ships biological materials	Shipping Biological Materials Training (intranet access required)	train.mcw.edu	Initial/Refresher every two years
Uses respiratory protection, as a requirement of the job	Respiratory Protection Training/Fit Testing (intranet access required)	Online form <i>Classroom</i> EHS safetyinfo@mcw.edu	Initial/Annual refresher

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Works with Viral Vectors	Specialty Biosafety Training (optional; not required)	One-on-one or Classroom - Call EHS at (414) 955-8060	Not required
Works with Human Gene Transfer Therapy			
Works with aerosols in laboratory environment			
Works in a lab using biosafety cabinets			
Works with radioactive materials	Contact Radiation Safety for training (955-4347)	View requirements at Radiation Safety	Initial (prior to using radioactives)/Annual refresher
Wishes to perform Fire Watch for contractors conducting Hot work (reduces cost of contracting, as the contractor would need to bring an extra person to perform this function)	Fire Watch Staff Training for Hot Work (intranet access required)	Contact Brad Holland in Facilities at bholland@mcw.edu	Initial; prior to performing Fire Watch. Additionally, in-person fire extinguisher training must be completed (conducted by Public Safety)
Someone that may use a fire extinguisher during the course of their work	In-person fire extinguisher training	In-person (contact Public Safety to schedule)	Annual (every 12 months)

Research staff members working solely off-site in research space at one of the College's partner institutions (i.e. Froedtert Hospital, Children's Hospital of WI, Clement J. Zablocki VA Medical Center, or Blood Research Institute), must take annual training at that affiliated institution, which is required for their own employees as well as any MCW employee working on-site. This training is acceptable as a substitute for most MCW training, however, if the PI submits their recombinant DNA application through the MCW Institutional Biosafety Committee, the PI and their staff must complete the MCW recombinant DNA training listed above.