Training Documentation
(Copy this form and have each employee in your facility sign one.)

I have received information and training on the subject of chemical hygiene, including the following:

☐ I have read the University Chemical Hygiene Plan for Virginia Tech, and for my laboratory (formerly known as Parts A and B).

☐ I have been given the opportunity to read the OSHA Lab Standard, 29 CFR 1910.1450.

☐ I have been instructed on how to locate important reference materials, such as those containing hazard information about chemicals, Permissible Exposure Limits (PEL), and chemical hygiene practices.

☐ I know where to locate the MSDS files for chemicals in this laboratory.

I am (check one):

☐ A new employee ☐ Beginning a new task

☐ Reviewing the revised edition of the CHP

Required Reading (check each section that you have read):

General Requirements (Laboratory Requirements: University CHP)

☐ Responsibilities
☐ Training
☐ Chemical Storage & Management
☐ Prudent Laboratory Practices
☐ Food & Drink
☐ Working Alone
☐ Laboratory Chemical Storage
☐ Laboratory Waste Storage

☐ Controlled Substances / Chemical Lists
☐ Special Chemical Hazards
☐ Eye Washes & Safety Showers
☐ Fume Hoods
☐ Fire Extinguishers
☐ Emergency Response
☐ Safety Inspections

Laboratory Documentation (Lab CHP)

☐ All sections

I certify that I have been provided a copy of the Chemical Hygiene Plan and that I have read the above sections of the University CHP and all of my Lab’s CHP.

Print Name: ____________________________ Date: ______________________

Signature: ______________________________