



## Genomic Resources Department Training Checklist

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**Last Name** **First Name** **M.I.**

\_\_\_\_\_  
**University of Alaska ID Number** **or** **UAF Visitor Courtesy Card Number**

**Lab(s) to be Accessed:** ☐ Genomic Resources Facility (Rm. 020)  
☐ Molecular Genetics Laboratory (Rm. 022)  
☐ Ancient DNA Laboratory (Rm. 016)

### **Review the following documents:**

<b>Document</b>	<b>Date Completed</b>	<b>Document</b>	<b>Date Completed</b>
Department Chemical Hygiene Plan <sup>%</sup>		Applicable User Agreement(s) <sup>#</sup> (make sure to sign this document)	

<sup>%</sup>This is a department-specific document located in each laboratory. If you are unable to locate this document, request it from the Collections Manager.

<sup>#</sup>These documents can be found here: [www.uaf.edu/museum/staff-information/museum-policies](http://www.uaf.edu/museum/staff-information/museum-policies)

### **Complete the following training modules:**

<b>Training Module</b>	<b>Date Completed</b>	<b>Training Module</b>	<b>Date Completed</b>
New Employee Onboarding and Benefits Orientation*		FERPA Training <sup>^</sup>	
Employee Safety Orientation		Office Safety	
Slips, Trips, and Falls		Title IX/Sexual Misconduct	
Protection of Minors – Awareness		Protection of Minors - Policy and Reporting Procedure	
Hazard Communication Training GHS		Laboratory Safety	
Chemical Hygiene		Hazardous Waste Management	
Museum Emergency Action Plan			

\*This training is only required for those employees that will receive employee benefits.

<sup>^</sup>This training is only required for employees. Volunteers are not required to take this training.

The above trainings can be found here: [www.uaf.edu/museum/staff-information/training/uaf-required-training](http://www.uaf.edu/museum/staff-information/training/uaf-required-training)



### Task Specific Trainings

Your Supervisor and/or Operations Manager may assign task specific trainings as needed. Listed below are some task specific trainings you may be required to complete.

Training Module	Date Completed	Training Module	Date Completed
Ladder Safety		Formaldehyde Training	
Knife Safety		Cryogenic Safety	
Laboratory Sharps Safety			

The above trainings can be found here: [www.uaf.edu/museum/staff-information/training/task-specific-training](http://www.uaf.edu/museum/staff-information/training/task-specific-training)

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**Signature**

**Date**

With the exception of the items listed under “Review the following documents”, please forward all training completion emails and/or computer screenshots, showing training completion, to [ua-museum-operations@alaska.edu](mailto:ua-museum-operations@alaska.edu) for verification.

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**Genomic Resources Collections Manager Signature**

**Date**