



## Genomic Resources Department Training Checklist

**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:**

Document	Date Completed	Document	Date Completed
Department Chemical Hygiene Plan <sup>1</sup>		Applicable User Agreement(s) <sup>2</sup> (make sure to sign this document)	

<sup>1</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>2</sup>These documents can be found here: [www.uaf.edu/museum/staff-information/museum-policies-procedures-protocols.php](http://www.uaf.edu/museum/staff-information/museum-policies-procedures-protocols.php)

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

Training Module	Date Completed	Training Module	Date Completed
New Employee Onboarding and Benefits Orientation <sup>3</sup>		Behavior Based Safety	
Workplace Harassment Prevention		Title IX <sup>4</sup>	
Employee Safety Orientation		Slips, Trips and Falls	
Protection of Minors <sup>5</sup>		FERPA <sup>4,6</sup>	
Museum Emergency Action Plan <sup>4</sup>		Laboratory Safety	
Chemical Hygiene		Hazardous Waste Management <sup>4</sup>	

<sup>3</sup>This training is only required for those employees that will receive employee benefits.

<sup>4</sup>This training must be retaken annually.

<sup>5</sup>This training must be retaken annually by those employees that are defined as an Authorized Adult by the University of Alaska Fairbanks Protection of Minors Policy.

<sup>6</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.php](http://www.uaf.edu/museum/staff-information/training/uaf-required-training.php)



### 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.php](http://www.uaf.edu/museum/staff-information/training/task-specific-training.php)

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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