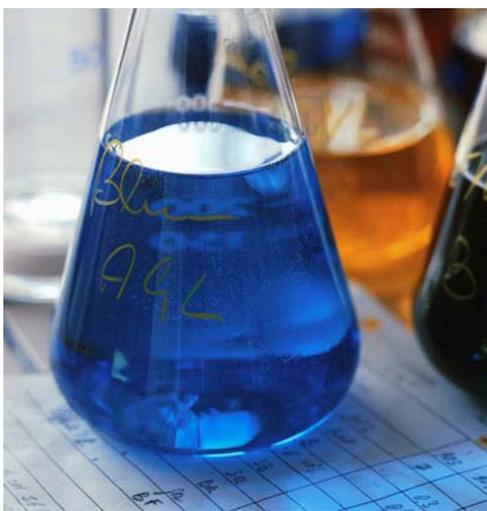


LAB 103 - Laboratory Standard Information and Training Completion Worksheet

LAB103 is the final phase of Laboratory Standard (LAB100) training. In this phase, line managers are responsible for informing their Members of the Workforce (MOW) (who may be exposed to hazardous chemicals in the laboratory) about the organization-specific hazards in their work area. The following information is taken from Chapter 6E of the ES&H Manual. For further information, please review the entire chapter of the Manual: [Chapter 6E, Laboratory Standard -- Chemical Hygiene Plan](#) . The following link can also be used by Managers to provide MOW with [Site-Specific LAB103 Training](#).



Managers shall be responsible for providing MOW with appropriate information and training to ensure that they are apprised of the hazards of chemicals present in their work area:

- Every two years or at the time of their initial assignment, in conjunction with Laboratory Standard Information and Training (LAB100).
- Prior to assignments involving new exposure situations.

Site-Specific training (specific to the workers assigned area) is required to be provided by the workers manager or their managers' designee, according to the following:

Managers shall be responsible for ensuring that MOW using hazardous chemicals are informed of the following:

- Contents of 29 Code of Federal Regulations (CFR) 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories (commonly referred to as the OSHA "Laboratory Standard"), and all its appendices. The link to the OSHA Laboratory Standard is: http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10106.
- Location and availability of SNL's Chemical Hygiene Plan (CHP), which is Chapter 6E of the SNL ES&H Manual. <http://www-irn.sandia.gov/corpdata/esh-manuals/mn471001/m001toc.htm#manual%20contents>
- Applicable occupational exposure limits, including OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Values (TLVs), and the Department of Energy (DOE) Beryllium Action Level.
- Signs and symptoms associated with exposure to hazardous chemicals used in the laboratory.
- Location and availability of reference material (e.g., material safety data sheet [MSDS]) on hazards, safe handling, storage, and disposal of hazardous chemicals found in the laboratory.

Note: Managers should contact their Division ES&H Team for assistance in providing LAB103 Site-Specific training. This site-specific training worksheet is attached for your use in completing this training. Complete the form and return it to your Training Coordinator for record keeping and entering completion of LAB103 into TEDs.

For complete information on Manager responsibilities, refer to Section 6E - Laboratory Standard -- Chemical Hygiene Plan in the ES&H Manual: [Section 6E](#)

LAB103 Site-Specific Worksheet

Trainee: _____ Dept. Number: _____ Initials: _____

Manager (or designee): _____ Date Completion: _____

Space is provided for the manager (or his or her designee) to initial each of the five LAB103 activities signifying completion of the activity. When all five activities are completed, have the Manager or designee sign and date, and give to your Training Coordinator for entering into TEDs and record keeping.

LAB103 Activity #1: Trainee has been informed of the physical and health hazards of the chemicals associated with his or her job assignments.

Manager's initials: _____	Date: _____
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LAB103 Activity #2: Trainee has been informed of the signage, postings, and labeling used to identify chemical hazards in his or her assigned work area(s).

Manager's initials: _____	Date: _____
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LAB103 Activity #3: Trainee knows how to obtain written information about the hazards, exposure limits, safe handling, storage, and disposal of hazardous chemicals used in his or her laboratory. This written information may be in the form of MSDSs.

Manager's initials: _____	Date: _____
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LAB103 Activity #4: Trainee has been instructed in the methods used to protect him or her from chemical hazards in the laboratory, including proper work practices, personal protective equipment, engineering controls, and emergency procedures.

Manager's initials: _____	Date: _____
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LAB103 Activity #5: Trainee has been trained in the methods and observations that may be used in their work area to detect the presence or release of a chemical (continuous air monitoring, alarms, odor or visual appearance).

Manager's initials: _____	Date: _____
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