



# TARLETON STATE UNIVERSITY

Member of The Texas A&M University System

## MEMORANDUM

January 14, 2019

To: Dr. Billy Gray – Engineering Tech  
Ms. Shawna Thomas – Engineering Tech Admin Assistant  
Dr. Walter Owsley – Animal Sciences  
Ms. Julie Phillips – Animal Services Admin Assistant  
Dr. Wayne Atchley – Agriculture & Consumer Sciences  
Ms. Susan Keith – Agriculture & Consumer Sciences Admin Assistant  
Dr. T. Wayne Schwertner – Wildlife, Sustainability, and Ecosystem Sciences  
Ms. Kay McAfee - WSES Admin Assistant  
Dr. Max Sanderford – Biological Sciences  
Ms. Melissa Brown – Biological Science Admin Assistant  
Dr. Ryan Morgan – Chemistry, Geosciences & Physics  
Ms. Kate Caballero – Chemistry, Geosciences & Physics Admin Assistant  
Dr. Vicky Johnson – Fine Arts and Communications  
Ms. Heather Chaney – Fine Arts and Communications Admin Assistant  
Ms. Sally Simpson - Fine Arts and Communications Admin Assistant  
Dr. Mary Winton – Nursing  
Ms. Kimberly Doss – Nursing Admin Assistant  
Dr. Dale Telgenhoff – Clinical Lab Sciences  
Ms. Salena Pond – Clinical Lab Sciences Admin Assistant  
Dr. Quenton Dokken – TIAER  
Ms. Ruth Brannon – TIAER Admin Assistant  
Dr. Mircea Agapie – Engineering and Computer Science  
Ms. Shelly Wakefield – Engineering and Computer Science Admin Assistant

From: Mr. Kent Styron  
Director of Risk Management & Compliance

Subject: Spring 2019 Mandatory Safety Training

Please review the following safety training requirements which are mandatory each semester and distribute the attached laboratory information.

Training in the following subject is required for individuals who may have a risk of exposure.

### Laboratory Safety Training

All persons involved in laboratory activities including instructors, student assistants, and students are required to complete training before any activities commence. This includes all lab classes each new semester.

Training can be completed within the lab in person or you have the option to assign online training to your students through TrainTraq External Gateway following the instructions included in this memo.

DEPARTMENT OF RISK MGMT & COMPLIANCE

Box T-0830, Stephenville, TX 76402 | Office (254) 968-9415 | Fax (254) 968-9658 | [www.tarleton.edu/safety](http://www.tarleton.edu/safety)

Please convey to your instructors the importance of this training and required documentation. Records will be audited by the Department of Risk Management & Compliance and potentially by the TAMUS Audit Group.

To better assist Risk Management & Compliance in compiling accurate information for lab safety training compliance, please use the attached forms and submit a copy of your class roster. The Lab Safety Training Sign-in Sheet must be filled out completely by the person who is providing the training, indicating students that did not attend labs or who may have attended lab at a different time.

Please submit all Lab Safety forms documenting completed training to our office by **February 4, 2019**.

You must provide the date the first lab was held and the date the student received the training. ***It is important that applicable students receive training at the beginning of the semester and prior to performing lab activities.*** This information was deemed important by the TAMUS Audit Group during our most recent audit, and ensures the student receives the required training early in the semester.

Please return the attached form listing labs where lab safety training may not be applicable for further assessment by the Department of Risk Management & Compliance.

These forms can also be found on our website at <http://www.tarleton.edu/safety/>.

Your help in completing these requirements is appreciated.

If you have any questions or additional information is needed please contact me at x9898.

KS/sb

Enclosures

Copy: Dr. Steve Damron w/enclosures  
Dr. James Pierce w/enclosures  
Dr. Eric Morrow w/enclosures  
Dr. Sally Lewis w/enclosures

## Lab Safety Training

To be in compliance you are required to take Lab Safety Training either in person or on line through TrainTraq External Gateway.

Instructions to access the gateway:

1. Go to:

<https://apps7.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx>

Do not use Microsoft Edge as your web browser.

### External User Gateway Logon

This gateway has been designed to allow non-A&M System employees to access A&M System training for work-related purposes. To access training via this gateway, please enter the password below.

**Note:** If you are an A&M System employee, please do not use this gateway; access training via **Single Sign On** instead. This will ensure that your training gets recorded on your employee record.

Email Address:

Password:

2. Type in your e-mail address and the password. *The gateway will send the completion certificate to this e-mail address.*

The current password is: **5Globe\$eleGant%** (Valid until **March 17, 2019**).

3. Click Submit.

4. Find the desired course, **Lab Safety**, (course #2111743).

5. Click Start.

No. ✕

After you have completed the course, you will be emailed a certificate confirming the completion of the course. **If you do not receive an email within 1 hr after completing the course, please contact your training administrator.**

Please enter the following information:

First Name \*

Last Name \*

Employer \*

TAMUS Member

Work Address

Work City

Work State

Work Phone

How did you hear about this course? \*

Retention of State Records

6. You will be required to enter:

- First Name:
- Last Name:

*It is very important to enter your first and last name as they will appear on the completion certificate.*

- Employer: Tarleton
- How did you hear about this course? Enter the following:
  - Instructor's Name
  - Subject
  - Course Number
  - Section number

This information will assist System Training if they ever need to search for your proof of completion. If you fill out those fields, they will appear on the completion certificate as well.

7. Click Save.

8. Click Start Course.

9. Upon successfully completing the course, an e-mail will be sent to the e-mail address that was used to login to the external gateway. The e-mail will contain a link to the completion certificate. When you click the link, you'll have the option to download the certificate as a PDF. Print a hard-copy as well.

10. Return proof to applicable Professor or Lab Instructor.



# Tarleton State University Laboratory Safety Training (Minimum Requirements)

All laboratory personnel must review training annually. Lab instructors must conduct training with students on the first class day. The completion of training for employees and students must be documented and sent to Risk Management.

**As a reminder, it is the responsibility of the faculty or lab instructor to ensure that students complete lab safety training prior to the 30<sup>th</sup> class day or prior to beginning lab activities that involves a physical or chemical exposure.**

## Minimum Training Requirements:

Completed Training      Not Applicable

- General Laboratory Rules and Procedures
- Emergency Equipment- operation and location
- Evacuation routes
- Fire and Life Safety procedures
- Electrical and mechanical hazards
- Specific lab hazards, i.e. physical, chemical, biological, airborne, and radiation.
- MSDSs, usage and location
- Spill control procedures
- Specific lab Personal Protective Equipment requirements:
  1. Safety glasses
  2. No open-toed shoes
  3. No shorts
  4. No loose fitting clothing
  5. No loose long hair
  6. Lab coats (where applicable)

Completed Training	Not Applicable

- Instructors should initial the appropriate box to the right to indicate completed training.
- If some training requirements are not applicable in certain laboratory environments, the “N/A” column should be checked.
- Other safety training for specific labs should be documented.

**Return this form along with the training roster and class roster to your department head.**

TARLETON STATE UNIVERSITY  
RISK MANAGEMENT & SAFETY  
BOX T-0830  
254-968-0598

FIRST DATE LAB HELD: \_\_\_\_\_ DATE TRAINING HELD: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ COURSE #: \_\_\_\_\_ SECTION: \_\_\_\_\_

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