

**Laboratory Services Division
Toxicology Laboratory
Training Checklist**

Employee Name _____
Method _____

	Employee	Trainer
	Initials Date	Initials Date
<u>Required Reading</u>	_____	_____
Method SOP	_____	_____
<u>Safety</u>		
Read MSDS for listed reagents	_____	_____
Know recommended precautions	_____	_____

Method Specific Training

<u>Preparation</u>		
Reagents	_____	_____
Equipment	_____	_____
Supplies	_____	_____

<u>Set up</u>		
Preparation of Internal Standard	_____	_____
Standard/Control Preparation	_____	_____
Specimen Preparation	_____	_____

<u>Procedure</u>		
Specimen Security	_____	_____
Analysis of Specimen	_____	_____

<u>Clean up</u>		
Clean work area	_____	_____

<u>Instrument and Computer Settings (Select Those That Apply)</u>		
EIA Settings	_____	_____
Tekmar Settings	_____	_____
Gas Chromatography Settings	_____	_____
Mass Spectrometer Settings	_____	_____
Computer Settings	_____	_____

<u>Data Interpretation</u>		
Quality Control	_____	_____
Retention Time Review	_____	_____
Mass Spectra Review	_____	_____
Acceptance or Rejection of Standards	_____	_____
Acceptance or Rejection of Controls	_____	_____
Acceptance or Rejection of Samples	_____	_____

<u>Reporting</u>		
Enter Results on Worksheet	_____	_____
Enter Results in the LIMS System	_____	_____
Print / QC Results	_____	_____