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| **Safety Training Log** |
| **PI/Supervisor:**  |
| **Department:**  |
| Documentation should include formal and informal safety discussions, including any internal meetings when the agenda includes any safety discussions. Log discussions on Personal Protective Equipment ventilation systems, glove box requirements, specific chemical hazards, SDS access, chemical storage plans, etc. Attach training outline and other reference materials useful for training new personnel.  |
| **Date**  | **Trainer**  | **Trainees**  | **Description of Safety Training** |
| *Ex. 1/21/05*  | *Roberta Rosen*  | *Tim Hansen, John Peil*  | *Protective glove selection, use, disposal when handling solvents*  |
| *Ex. 2/12/05*  | *Dr. Albert Jones*  | *Jerry Marshall, Roberta Rosen, April Shen*  | *Hazards of new Montrose Model 550 GLC – outline attached*  |
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