

**Columbus Center New Hire Required Laboratory Safety and Building Training  
(Required for All Lab Personnel)**

Employee's Name \_\_\_\_\_

Institution/Company Name \_\_\_\_\_

Employee's Email: \_\_\_\_\_

1. **Columbus Center Building Orientation Video and Laboratory Safety Training Video:** The following steps are to be completed by any New Hire *before he/she can enter the lab.*

- i. Go to: <https://imet.usmd.edu/environmental-health-and-safety-training> and view the (1) **Columbus Center Building Video** and (2) **Columbus Center Laboratory Safety Video**.
- ii. After reviewing the videos, complete the **Training Quiz** at the same link above. A score of 80% or better on the quiz is required to "pass". Retake the quiz, if necessary.
- iii. Upon successful completion of the quiz, take the following action: (1) Print your graded quiz, (2) sign this form below and (3) submit it, along with the copy of the graded quiz, to your respective University Representative as follows:

<b>University Representative</b>	<b>Institution</b>	<b>Initial</b>
Kim Curry	UMB	
Chris Geddes	UMBC-loF	
Mildred Homa	UMBC-DMB	
Monica Chacon	UMCES	
Tonya Queen	UMBC-CC Shared Services	
Mary Stapleton	TU	

I, \_\_\_\_\_, certify that I have viewed the required Columbus Center Building Orientation Video and the Columbus Center Laboratory Safety Training Video. Attached is my completed graded quiz. I understand this training is required in the first year of employment by all new hires and subsequently on a bi-annual basis for all, unless there are significant changes to the lab worker's duties and/or research that require additional training sooner. This training is provided in April, June and October each calendar year. An email notice will be sent from Columbus Center Shared Services staff to notify you of the dates, available times and locations of this training which is conducted at the Columbus Center.

\_\_\_\_\_  
New Hire's Signature

\_\_\_\_\_  
Date

2. **Required Annual In-Person Training with UMB EHS:**

Based on the training attendance sheets, I, Tonya Queen, certify that the above named employee attended the UMB ESH in-person training at the Columbus Center, as required.

\_\_\_\_\_  
Tonya Queen, Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Training

