

### General Laboratory Training Checklist

Trainee: \_\_\_\_\_

Start Date: \_\_\_\_\_

| Topic   | Date | Shown on S: drive where to find document | Trainee Initials | Trainer Initials |
|---|------|--|------------------|------------------|
| Intro to Mission Statement  |      |  |                  |                  |
| Location of and Introduction to Division Quality Manual, Administrative Directives, Safety Manual and General SOPs                                      |      |  |                  |                  |
| Introduction to General Safety topics (fire alarms and evacuation routes)   |      |  |                  |                  |
| Introduction of the role of the DSS laboratories in the criminal justice system   |      |  |                  |                  |
| Legal Proceedings and Applicable rulings (general)  |      |  |                  |                  |
| Introduction to Ethics SOP GL-5<br>Review of ASCLD/LAB Guiding Principles of Professional Responsibility for Crime Laboratories and Forensic Scientists |      |  |                  |                  |
| Introduction to Security SOP GL-3   |      |  |                  |                  |
| Introduction to QARs SOP GL-9   |      |  |                  |                  |
| Introduction to Professional Development SOP GL-15  |      |  |                  |                  |
| General Forensic Science Topics   |      |  |                  |                  |
| Other Topics:   |      |  |                  |                  |
|   |      |  |                  |                  |
|   |      |  |                  |                  |
|   |      |  |                  |                  |

By initialing the various topics the trainer and trainee agree that they have reviewed the topic.

General Laboratory Training Completed:

Date: \_\_\_\_\_ Primary Trainer: \_\_\_\_\_