

### General Laboratory Training Checklist

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

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

Topic	Date	Shown where to find document (if applicable)	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 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		To be completed through Qualtrax		
Level 1 Collect Security Awareness		To be completed through Qualtrax		
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: \_\_\_\_\_