

### General Laboratory Training Checklist

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

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

Topic	Date	Shown where to find document (if applicable)	Trainee Initials	Trainer Initials
Intro to Mission Statement		General Training Power Point		
Location of and Introduction to Division Quality Manual, Administrative Directives, Safety Manual and General SOPs		Qualtrax / General Training Power point		
Introduction to General Safety topics (fire alarms and evacuation routes)		Walk-through and Discussion – GL- 2 - Qualtrax		
Introduction of the role of the DSS laboratory in the criminal justice system		General Training Power point		
Legal Proceedings and Applicable rulings (general)		S:drive: Legal Training		
Introduction to Ethics SOP GL-5 Review of ASCLD/LAB Guiding Principles of Professional Responsibility for Crime Laboratories and Forensic Scientists		Qualtrax / General Training Power point		
Introduction to Security SOP GL-3		Qualtrax / General Training Power point		
Introduction to QARs SOP GL-9		Qualtrax / General Training Power point		
Introduction to Professional Development SOP GL-15		Qualtrax / General Training Power point		
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: \_\_\_\_\_