

### General Laboratory Training Checklist

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

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

Topic	Date	Resource	Trainee Initials
Introduction to Qualtrax		Qualtrax	
Organizational Chart		Qualtrax	
Location of and Introduction to Division Quality Manual, Safety Manual and General SOPs		Qualtrax / General Training Power point	
Introduction of the role of the DSS in the criminal justice system		General Training Power point	
Introduction to Ethics SOP GL-5 Including ANAB Guiding Principles of Professional Responsibility for Crime Laboratories and Forensic Scientists.		Qualtrax / General Training Power point	
Introduction to General Safety topics (fire alarms and evacuation routes)		Walk-through and Discussion; GL-2	
Introduction to SOPs GL-15 Professional Development, GL-9 QARS & GL-3 Security		Qualtrax / General Training Power point	
Building Safety/Security Training		To be completed through Qualtrax*	
General Forensic Science Topics		To be completed through Qualtrax*	
Collect Security Awareness		To be assigned by the SSAM	
Legal Proceedings and Applicable rulings (general)		To be completed through Qualtrax*	
Other Topics:			

\*To be completed independently as applicable

***It is the responsibility of the trainee to complete any trainings assigned in Qualtrax and to return the completed form to the Quality Manager for signature of completion.***

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

General Laboratory Training Completed (date returned):

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