

Training Schedule

December 2009
Training office, 151 TASF
294-9972

CLASSROOM COURSES

Please call the training office to register:

GENERAL EMPLOYEE TRAINING (AL-001)			<i>No Retrain Required</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-8-09	10:00-11:30 a.m.	Jim Withers	151 TASF
12-16-09	1:30-3:00 p.m.	Shawn Nelson	151 TASF
12-29-09	2:00-3:30 p.m.	Shawn Nelson	151 TASF

Participants will learn an overview of hazard communication, emergency response actions, security immersion training and other general safety and administrative policies and programs. This course is required for all Ames Lab employees.

HAZARDOUS WASTE GENERATOR TRAINING (AL-073)			<i>Retrain Period: Annual</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-2-09	10:00-11:00 a.m.	Drew Fullerton	151 TASF
12-17-09	3:00-4:00 p.m.	Drew Fullerton	151 TASF

Participants will learn policies, practices, and procedures for hazardous waste generation and disposal, including RCRA requirements. This course is required for all hazardous waste generators or non-Ames Laboratory employees who generate waste in Ames Lab buildings.

HOISTING & RIGGING TRAINING (AL-014)			<i>Retrain Period: Three Years</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-3-09	2:00-3:00 p.m.	Shawn Nelson	151 TASF

Provides an overview of the Ames Laboratory Hoisting and Rigging Program and details safe hoisting and rigging practices. This course is required for all hoist and crane operators.

WELDING SAFETY AND HOTWORK (AL-149)			<i>Retrain Period: Three Years</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-10-09	2:00-3:00 p.m.	G.P. Jones	151 TASF

Participants will learn about safe work practices for welding and advanced hotwork and the proper use of safety equipment. This course is required for all employees who perform welding and hotwork.

PERSONAL PROTECTIVE EQUIPMENT (AL-133)			<i>No Retrain Required</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-15-09	10:00-11:00 a.m.	Shawn Nelson	151 TASF

Participants will learn about the various types of PPE, e.g., eye, face, head, hand, foot, and hearing protection, and discusses PPE limitations. Also covers proper care, storage, and maintenance of PPE. This course is required for all employees who utilize Personal Protective Equipment (PPE).

RESEARCHER ELECTRICAL SAFETY TRAINING (AL-191)			<i>Retrain Period: Three Years</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-15-09	2:00-3:30 p.m.	John Hjortshoj	151 TASF

Participants will learn safe work practices for working with electrical research equipment. All parts are assumed to be properly guarded and no exposure to live parts is allowed during operation. This course is required for scientific staff that operate, adjust and load samples into research electrical equipment.

CHEMICAL HAZARD COMMUNICATION (AL-137)			<i>Retrain Period: Five Years</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-16-09	10:00-11:45 a.m.	Jim Withers	151 TASF

Participants will learn about chemical hazard information, including Materials Safety Data Sheets (MSDSs). This course is required for employees who work with chemicals in both Ames Laboratory and non-Ames Lab spaces.

MACHINE SAFEGUARDING (AL-131)			<i>Retrain Period: Five Years</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-17-09	10:00-11:00 a.m.	Shawn Nelson	151 TASF

Participants will review OSHA requirements, the types of machine safeguards, and safe work practices. This course is required for all Safety Coordinators and Representatives and individuals who maintain equipment with guards. Group Leaders are strongly encouraged to attend.

RADIOLOGICAL INSTRUMENT RETRAIN (AL-157 & AL-207)			<i>Retrain Period: Two Years</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-17-09	2:00-3:00 p.m.	Mike McGuigan	151 TASF

Participants will review necessary radiological instrument training and guidelines. This hands-on practical review must be completed as part of the Radiation Worker II (AL-077) and Radiation-producing Device User (AL-076) retrainings.

LOCKOUT/TAGOUT (AL-012)			<i>Retrain Period: Three Years</i>
<i>Date</i>	<i>Time</i>	<i>Instructor</i>	<i>Location</i>
12-30-09	2:00-3:00 p.m.	Shawn Nelson	151 TASF

This course reviews the six-step procedure for the appropriate application of devices for the control of hazardous energy; e.g., pneumatic, lasers, X-rays, hydraulic, steam, spring, chemical thermal. This course is required for all employees who wish to be "Authorized" to perform lockout/tagout. *Note: Employees performing only electrical LOTO do not need to attend this course if they have completed the Basic Electrical Safety Training (AL-019).*

COMPUTER BASED TRAININGS and CHALLENGE EXAMINATIONS

Schedule an individual training session by calling the training office:

AMES LABORATORY GROUP LEADER ORIENTATION TRAINING (AL-198)	<i>No Retrain Required</i>
Provides Ames Laboratory Group Leaders essential information on a variety of responsibilities including safety implementation. Please contact the training office for instructions on completing this web-based training. <i>Target Audience:</i> Required for all Ames Laboratory Group Leaders. <i>Approximate course time:</i> 1 hour.	
BASIC ELECTRICAL SAFETY RETRAINING <600 VOLTS (AL-019)	<i>Retrain Period: Three Years</i>
Stresses safe work practices for individuals working with or near exposed electrical parts. This course is required for all Qualified Electrical Workers who are due for retraining. <i>Approximate course time:</i> 1 ½ hours.	
BBP EXPOSURE CONTROL PLAN TRAINING (AL-035)	<i>Retrain Period: Annual</i>
Covers information required by OSHA's Bloodborne Pathogen Standard. This course covers the different types of bloodborne pathogens (BBP), the Exposure Control Plan, routes of transmission, occupational exposure, contamination issues and Universal Precautions. Training is required for employees who, during the course of normal work, may be exposed to human blood or other potentially infectious human body fluids or tissues. <i>Approximate course time:</i> 45 minutes.	
CHEMICAL HAZARD COMMUNICATION (AL-137)	<i>Retrain Period: Five Years</i>
Covers chemical hazard information, including Material Safety Data Sheets (MSDSs). This course is required for all employees who work with chemicals in Ames Laboratory and non-Ames Laboratory spaces.	
CHEMICAL HYGIENE PLAN TRAINING FOR GROUP LEADERS (AL-127)	<i>Retrain Period: Five Years</i>
Provides an overview of ISU's Chemical Hygiene Plan (CHP) as outlined in OSHA's Laboratory Standards. This course is required for Group Leaders working in laboratories where chemicals are used.	
CONFINED SPACE ENTRY PROCEDURES (AL-023)	<i>Retrain Period: Two Years</i>
Stresses awareness of confined spaces, recognition of associated hazards, and proper entry practices. This course is required for all employees who will enter a confined space. <i>Approximate course time:</i> 1 ½ hours.	
CYLINDER SAFETY TRAINING (AL-022)	<i>No Retrain Required</i>
Provides an overview for the safe storage, handling, and use of compressed gas cylinders. This course is required for all gas cylinder users. <i>Approximate course time:</i> 1 hour.	

ERGONOMICS (AL-128)	<i>No Retrain Required</i>
<p>Covers ergonomic issues, such as, performing work appropriately, evaluating the work environment, and reviewing situational exercises. This course is suggested for employees who perform repetitive motions; e.g., computer workstations, materials handling activities, etc. <i>Approximate course time: 1 hour.</i></p>	
GENERAL EMPLOYEE RADIOLOGICAL TRAINING (AL-074)	<i>Retrain Period: Two Years</i>
<p>Provides methods for maintaining exposures to radiation and radioactive materials <i>As Low as Reasonably Achievable (ALARA)</i>. This course is required for Plant Protection personnel, custodial personnel and other personnel who have not completed Radiological Worker II but who may enter a Controlled Area and encounter radiological barriers, postings, or radioactive materials. <i>Approximate course time: 1 hour.</i></p>	
HAZARD IDENTIFICATION (AL-130)	<i>No Retrain Required</i>
<p>Provides the participant with a better understanding of potential hazards that are actively managed by Ames Laboratory. This course is required for Safety Coordinators and Representatives, and Group Leaders are strongly encouraged to attend. Training would also benefit any employee wishing to learn more about hazard identification. <i>Approximate course time: 1 hour.</i></p>	
HYDROFLUORIC ACID TRAINING (AL-134)	<i>No Retrain Required</i>
<p>Covers the basic physical properties of HF, the associated health risks, the proper first aid actions and the use of safety equipment. Training is required for workers who use anhydrous fluoride and workers who use hydrogen fluoride (HF) in aqueous solutions during work activities. Also suggested for Safety Coordinators who have this activity within their Program area. <i>Approximate course time: 1 hour.</i></p>	
INTEGRATED SAFETY MANAGEMENT SYSTEM (AL-143)	<i>No Retrain Required</i>
<p>Discusses the Ames Laboratory's Integrated Safety Management System as required by the DOE. Reviews the seven principles and five functions of the ISMS. Training is required for all Ames Laboratory employees and associates. <i>Approximate course time: 45 minutes.</i></p>	
LADDER SAFETY (AL-136)	<i>No Retrain Required</i>
<p>Discusses the proper use of stepladders, extension ladders and fixed ladders. Reviews inspection and maintenance techniques and provides general safety tips. Training is delivered by handbook and quiz, and is required for all employees who utilize ladders during work activities. <i>Approximate course time: 30 minutes.</i></p>	
LASER TRAINING (AL-070)	<i>Retrain Period: Three Years</i>
<p>Covers laser fundamentals, hazards, and safety practices & controls. Note: An eye exam is required for laser workers who work with Class III and IV Lasers, and can be obtained through Occupational Medicine, G11 TASF. Training is required for all employees who work with Lasers. <i>Approximate course time: 30 minutes.</i></p>	

LOCKOUT/TAGOUT TRAINING (AL-012)	<i>Retrain Period: Three Years</i>
<p>Reviews the six-step procedure for the appropriate application of devices for the control of hazardous energy, e.g., pneumatic, lasers, X-rays, hydraulic, steam, spring, and chemical thermal. This training is required for all employees who wish to be "Authorized" to perform lockout/tagout. Note. Employees performing only electrical LOTO do not need to complete this training if they have completed Basic Electrical Safety Training (AL-019). <i>Approximate course time: 45 minutes.</i></p>	

PERSONAL PROTECTIVE EQUIPMENT (AL-133)	<i>No Retrain Required</i>
<p>Reviews the various types of PPE; e.g., eye, face, head, hand, foot, and hearing protection, and discusses PPE limitations. Also covers proper care, storage, and maintenance of PPE. Training is required for all employees who utilize Personal Protective Equipment (PPE). <i>Approximate course time: 45 minutes</i></p>	

PURCHASING CREDIT CARD TRAINING (AL-201)	<i>Retrain Period: Two Years</i>
<p>Consists of two online computer training modules. The first session covers credit card requirements and cardholder responsibilities and the other session covers the new Federal Affirmative Procurement Program. Training is required for Ames Laboratory Credit Card Holders or Approving Officials. <i>Approximate course time: 1 hour.</i></p>	

RAD WORKER II (Radioactive Materials User) - Challenge Exam (AL-077)	<i>Retrain Period: Two Years</i>
<p>Covers radioactive materials fundamentals, hazards, and safety practices & controls. This course is self-study; please call the training office to request a study guide. Once you have prepared for this closed-book exam, call to schedule an exam time. Participants are also required to complete a Practical Factors Evaluation (PFE). This training is required for all workers whose job assignment involves entry into Radiological Buffer areas, Radiation areas, and Radioactive Materials areas. <i>Approximate course time: 1 ½ hours.</i></p>	

RAD WORKER II (Radiation Producing Device Users) - Challenge Exam (AL-076)	<i>Retrain Period: Two Years</i>
<p>Covers X-ray fundamentals, hazards, and safety practices & controls. This course is self-study; please call the training office to request a study guide. Once you have prepared for this closed-book exam, call to schedule a session time. Please bring a calculator to the exam session. Note: Workers seeking retraining will take an open-book retrain quiz. This training is required for all workers using Analytical X-ray Systems. <i>Approximate course time: 1 ½ hours.</i></p>	

SAFE USE OF CRYOGENS (AL-206)	<i>No Retrain Required</i>
<p>Discusses the common types of cryogenic fluids, examines the hazards associated with cryogenic fluids, and reviews emergency procedures. Training is required for all employees working with cryogenic fluids or gases. <i>Approximate course time: 1hour.</i></p>	

SAFETY COORDINATOR/REPRESENTATIVE DEVELOPMENT TRAINING (AL-031)	<i>No Retrain Required</i>
<p>Reviews the Laboratory's Training, Document Control and Assessment Programs, specifically including the Program/Department Walk-Through Procedure. This information will assist Safety Coordinators/Representatives with the preparation of their Program/Department Walk-Through Report and submitting year-end statistics on "concerns" to ESH&A. Training is required for all Safety Coordinators and Safety Representatives. <i>Approximate course time: 1 hour.</i></p>	



THE Ames Laboratory

Creating Materials & Energy Solutions

U.S. DEPARTMENT OF ENERGY

SOCIAL ENGINEERING (AL-214)

No Retrain Required

Provides employees with the tools required to identify, detect and deter advanced social engineering attempts. To take this training online, please visit: <https://www.internalapps.ameslab.gov/training/Social-Engineering-Web-Training-V11.ppt> It is suggested that you view the slides in the “notes pages view” to review the complete Social Engineering script. Please note the last slide of the presentation will be a *Certificate of Completion*. Print out **only** the Certificate of Completion by clicking on “current slide.” Sign/date the certificate and return it to the training office so that the completion date for this course can be recorded on your Employee Training Profile. This training would be beneficial for all Ames Laboratory employees. *Approximate course time: 30 minutes.*

SPRAINS AND STRAINS PREVENTION TRAINING (AL-183)

No Retrain Required

Provides employees with information on sprains and strains, contributing factors, body postures, engineering controls and safe lifting practices and techniques. Training is required for all employees who lift, push/pull objects that weigh more than 40 lbs. or who frequently lift, push/pull objects that weigh 20-40 lbs. *Approximate course time: 30 minutes.*

TRAINING THROUGH ISU EH&S
 Complete online through the [EH&S website](#)
 Return your certificate of completion to the training office!

TAX -FREE ETHANOL AT IOWA STATE UNIVERSITY (AL-205)	<i>Retrain Period: Annual</i>
Provides information on obtaining your <i>Application for Permission to Obtain Tax-free Ethanol from Storage</i> , the steps for purchasing the ethanol, along with information on how to store, label, and maintain records for the ethanol purchased. Training is required for all employees who need to purchase tax-free ethanol for their research activities. <i>Approximate course time: 20 minutes.</i>	

NANOTECHNOLOGY AWARENESS (AL-208)	<i>No Retrain Required</i>
Provides participants with information on nanomaterials, including a discussion of potential hazards and recommended control measures. Training is required for all employees who work with nanoscale materials. <i>Approximate course time: 1 hour</i>	

LASER REFRESHER TRAINING (AL-070) (Retrain)	<i>Retrain Period: Three Years</i>
Provides a quick refresher on the basics of laser safety and programmatic requirements for use of lasers on campus. <i>Target Audience:</i> Required for all employees who work with Lasers. <i>Approximate course time: 45 minutes.</i>	

BBP & SHARPS SAFETY RETRAIN (AL-035)	<i>Retrain Period: Annual</i>
Covers information required by OSHA's Bloodborne Pathogens Standard. Covers the types of bloodborne pathogens (BBPs), the Exposure Control Plan, BBP routes of transmission, occupational exposures, contamination issues and Universal Precautions. Training is required for employees who, during the course of normal work, may be exposed to human blood or other potentially infectious human body fluids or tissues. <i>Approximate course time: 45 minutes.</i>	

BIOHAZARDOUS MATERIALS AWARENESS TRAINING (AL-202)	<i>No Retrain Required</i>
Provides participants with a better understanding of issues related to the procurement, use and disposal of biohazardous materials (e.g. human, plant, animal pathogens.) NOTE: This course is not a substitute for OSHA Bloodborne Pathogens training. This course is suggested for Ames Laboratory researchers using biological agents that may cause disease in humans, plants, or animals. <i>Approximate course time: 1 hour.</i>	