

**Instructions for Department Administrators:  
Accessing EH&S *Fundamentals of Laboratory Safety* Orientation**

**I. Why do new lab workers need to take EH&S training?**

Per [UC policy](#) a “Fundamentals of Laboratory Safety” orientation is required for all UCSB lab workers<sup>1</sup>. Under the policy, academic departments are required to identify new workers and direct them to the appropriate training before lab access is granted, i.e., before a key or key card is issued.

**II. Which of the 2 possible training courses does a lab worker have to take?**

**1. Live Laboratory Safety Class: *Fundamentals of Laboratory Safety (LS 01)***

3 hour class and includes hands-on fire extinguisher training. All lab workers are welcome to attend this more in-depth class. Live class is offered at various times/places:

- Offered usually twice each quarter at EH&S and any lab worker may attend. Enroll at: <http://ehs.ucsb.edu/4DAction/WebCourseSessionList> If the class is scheduled, click on link associated with “Lab Safety Class –LIVE” to access the UC Learning Center – see below.
- Offered in September for incoming graduate students of: *College of Engineering; Chemistry & Biochemistry; Earth Science; Bren School; Molecular, Cellular and Developmental Biology; Ecology, Evolution and Marine Biology; Marine Science; Physics*. Pre-enrollment is not required – department Graduate Coordinators direct the new grads to these sessions.

**2. Online Training: *Fundamentals of Laboratory Safety (LS 60)***

Any lab worker may take either the on-line version (LS 60), or the above live version (LS 01). Complete the online training on the UC Learning Center (UCLC) per Section III below. Note: some PIs/departments require their workers to take online training until the next live class is offered.

**III. How do workers use the UC Learning Center to enroll for the above online courses?**

The UCLC is accessed at: <http://learningcenter.ucsb.edu>

As noted there, two enrollment paths exist - one for **employees**, the other for **non-employees**:

- **Employees** (i.e., those in Personnel and Payroll System – PPS, e.g., postdocs, most graduate students, paid student workers, staff):  
Enrollees need to use their UCSB NetID and password. Many will be using the UCLC for the first time, if so, they must update their account by identifying their supervisor/Principal Investigator. After logon, click on “**Profile**”, then click on “Browse” next to supervisor name, then follow the directions to select the supervisor. To receive an e-mail proof-of-completion **the Profile must be completed**. Then, to find the wanted course, use the “Search” function by entering “LS 01” or “LS 60”.

*Footnote 1. Includes any individual who actively performs work functions with hazardous materials or equipment in a “Laboratory/Technical Area” – defined as research labs; teaching labs (except for those enrolled in lab courses in the campus course catalog); QA/QC and analytical labs; vivaria. Individuals strictly working in Technical Areas such stock rooms, storage rooms, cold rooms, machine and other Workshops may be exempt from this training requirement as determined by EH&S.*

- **Non-Employees** (most undergrads): Undergraduate student UCSB NetIDs do not work in the UCLC, therefore they need to click on “*Non-Employees*”. They will be prompted to e-mail EH&S to request setup for UCLC access. This may take up to a day or two. Then, to find the wanted course, use the “Search” function by entering “LS 01” or “LS 60”. They will **not** need to update their Profile as noted above for employees if they already provided the requested information. When training is completed, the student and their supervisor should receive a confirming e-mail they can use as proof-of-completion.

#### **IV. What if I have VISITORS who do not have a UCSB NetID, but who will work in a lab?**

There is a method for visitors to obtain a temporary UCSB NetID. See:

<http://www.identity.ucsb.edu/customers/affiliates/>

Then, follow the instructions above for “Non-Employees” to access the UC Learning Center.

#### **V. How can dept. administrators keep track of who has taken one of the trainings above?**

There are several options and departments can use any combination as meets their needs:

1. When the worker completes a live/online training they will receive a confirming e-mail, but only if they completed their “Profile” information as noted above. They can forward this to the department administrator, or present a hard copy, or...
2. At any time after a training is completed, the learner can go into the UCLC and print out a “**certificate of completion**”. To print out a certificate: Click on “Quick Links”, then “Training Transcript”, then select the title of the course. There should now be a “diploma icon” to click on to display and print the certificate, or...
3. Upon request a department can have individual(s) designated to have “department view” rights on the UCLC. They can look at all training records for their department(s). To request this, contact David.Vandenberg@ehs.ucsb.edu
4. In a pinch EH&S can be contacted to check training records (ehstraining@ehs.ucsb.edu).