

Instructions:**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 workers¹. 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 (LS01)***

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 each quarter at EH&S and any lab worker may attend. If the class is scheduled, access per III below. Generally the live classes are announced and available for enrollment about two weeks before the class. Walk-in registration is almost never a problem.
- 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 (LS60)*

Any lab worker may take either the on-line version (LS60), **or** the above live version (LS01). Complete online version on the UC Learning Center (UCLC) per Section III. 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 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, some graduate students, paid student workers, staff):
Enroll with UCSB NetID and password. Select “Find A Course”. Then use “Search” function by typing in LS01 or LS60 per above. Then go to “Select”, then “Register” (for live) or “Start” (for online). Then click on the small circle next to the blue square and then “Submit”.

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.

To receive full credit and confirming e-mail, you should also check to see that your personal information is correct. Find your profile by following this path: Self (upper left)/Profile/click on the “blue man” If corrections are needed, send e-mail to info@learningcenter.ucsb.edu and include employee first name, last name and department, e-mail, plus supervisor’s first/last name and department.

- **Non-Employees** (most undergrads, some grad students): 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 follow instructions above under “Employees”. If you have provided all requested info, your “profile” should be correct.
- For LS01 and LS60 you should receive a confirming e-mail after class completion, but the former may take a few days to process.

IV. What about 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 an individual generate documentation that they have completed the training?

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

1. When worker completes a live/online training they should receive a confirming e-mail if they provided one
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, follow this path: Self/Reporting/Training Transcript/click on course of interest/Start/Diploma
3. EH&S can be contacted to check training records (ehstraining@ehs.ucsb.edu).