

Instructions:
Accessing EH&S Fundamentals of Laboratory Safety

- 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)**
 2 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 throughout the year at EH&S and any lab worker may attend. Access per III below. Generally the live classes are announced and available for enrollment. Walk-in registration is not 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 want their workers to take online training until the next live class becomes available.
- 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).
 - **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” to access the training.
 Before accessing the system a non-employee will need to obtain an active UCSBnet ID. The steps to obtain an active net ID:
 1. Have a full time staff or faculty go to the UCSB IT Services request form: [UCLC Create Non-Employee Accounts Request](#).
 2. Enter your **UCSBnetID and password**.
 3. Read carefully and fill out all fields denoted by an "*".
 4. Click the **Order Now** button on the upper right to complete your request.
 5. The non-employee will be notified with instructions on how to access the UC Learning Center.

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 confirmation 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: info@learningcenter.ucsb.edu.

PLEASE NOTE: To receive full credit and a confirmation e-mail, make sure your profile is correct in the Learning Center is up-to-date. **Particularly verify your email is not missing and it is the same email you have in [UC Path](#) and the [UC Identity directory](#). This will allow you to access other UCSB safety Tools, e.g Laboratory Hazard Assessment tool, etc.**

To find your profile follow this path: Self (upper left)/Profile/click on the “single person icon” If corrections are needed, send e-mail to info@learningcenter.ucsb.edu.

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.