Instructions:
Accessing EH&S Fundamentals of Laboratory Safety

I.   **Why do new lab workers need to take EH&S training?**
Per UC policy *UC Fundamentals of Laboratory Safety Initial* is required for all UCSB lab workers[1]. 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.   **Why do lab workers need to take *UC Fundamentals Laboratory Safety Refresher*?**
Per UC policy, Fundamentals Laboratory Safety Refresher training must be completed annually. The refresher course is for individuals who continue to work in the laboratory.

III.   **Which of the 2 possible <u>INITIAL</u> training courses does a lab worker have to take?**

1. **Live Laboratory Safety Class: Fundamentals of Laboratory Safety Initial**
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 throughout the year at EH&S and any lab worker may attend. Access instructions per IV below. Generally the live classes are announced and available for enrollment about two weeks before the class. Walk-in registration is usually 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 Laboratory Safety Initial**
Any lab worker may take either the on-line version, or the live version. Complete online version on the UC Learning Center (UCLC) per Section IV. Note: some PIs/departments require their workers to take online training until the next live class is offered.

IV.   **How do workers use the UC Learning Center to enroll for the Live or Online course?**
The UCLC is accessed at: http://learningcenter.ucsb.edu
As indicated 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 then Select "Find A Course". Choose either live or online	
For Live course	**For online course**
Search: by typing in "*Fundamentals Laboratory Safety LIVE*"	Search: by typing in "*Fundamentals Laboratory Safety* "
Then go to "Select", then "Register"	Then go to "Select", then "Register"

Non-Employees (most undergrads, some grad students): click on "Non-Employees" to access the training. Please note some students are not able to use the UCLC until an account has been activated.

Therefore, before accessing the system a non-employee will need to obtain an active UCSBnet ID. Have a manager/PI/ Sponsor (anyone with a netID) will need to follow these steps to activate a UCSB net ID on behalf of the student or guest:

1. Have a **paid staff or faculty** go to the UCSB IT Services request form: https://www.identity.ucsb.edu/departments/affiliates or https://im.ucsb.edu/ follow the directions to establish an affiliate account

When NetID has been established login to the Non-employee account and Select "Find A Course".

A. For live course Search: by typing in "*Fundamentals Laboratory Safety LIVE*"
B. For online Search: by typing in "*Fundamentals Laboratory Safety INITIAL*"

V.   **What about VISITORS who do not have a UCSB NetID, but will work in a lab?**
There is a method for visitors to obtain a temporary UCSB NetID. See:
: https://www.identity.ucsb.edu/departments/affiliates or https://im.ucsb.edu/
Once the account is activated login as a "Non-Employees" to access the UC Learning Center.

VI.   **How can an individual generate documentation that they have completed the training?**
There are several options and individuals/departments can use any combination as it 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, select *Learner Dashboard*/*Training Transcript*/click on course of interest/select the *Diploma icon*

3. UCLC admin can be contacted to check training records: info@learningcenter.ucsb.edu

PLEASE NOTE: To receive full credit and confirming e-mail, you should also check to see that your personal information is correct. Particularly verify your email is included and it is the same email you have in UC Path and the UC Identity directory in order to properly access other UCSB safety Tools, e.g Laboratory Hazard Assessment tool, etc.

Find your profile click on" single icon" If corrections are needed, send e-mail to info@learningcenter.ucsb.edu

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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.