

<p style="text-align: center;"><b>Instructions for Students, Employees and Visitors: Accessing EH&amp;S General Lab Safety Training:</b></p>
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**I. Why do new lab workers need to take EH&S safety training?**

Per [UCSB policy](#) a general laboratory safety orientation is required for all new UCSB lab workers<sup>1</sup> before lab access is granted.

**II. Which one of the 3 possible training courses do I need to take?**

- 1. Live Laboratory Safety Class:** 3 hours and includes hands-on fire extinguisher training. Graduate students must take this live class, not the online training. However, all lab workers are encouraged to attend this more in-depth class. If you are required to take the live class, but it is not offered soon, you may be asked by your department to take one of the online trainings below until the next live class is offered. Live class is offered at various times/places:
  - Offered twice per quarter at EH&S and any lab worker may attend. Enroll at: <http://ehs.ucsb.edu/4DAction/WebCourseSessionList> Click on “Lab Safety Class –LIVE”
  - 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 (Chemical Users: Laboratory Safety Orientation (LS-40)):**

Other than graduate students, lab workers who use chemicals should take this course, or the above live class. Enroll via the UC Learning Center per Sec. III below – campus visitors see Sec. IV. To find class on the UCLC enter “LS-40” in the “Search” function.
- 3. Online Training (Non-Chemical Users: Laboratory Safety Orientation (LS-41)):**

Other than graduate students, workers who use **no** chemicals (other than compressed gases) in their research should take this course, or the above live class. Enroll via the UC Learning Center per Sec. III below – campus visitors see Sec. IV. To find class on the UCLC enter “LS-41” in the “Search” function.

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Footnote 1. An individual who works with one or more of the following: chemicals, compressed gases, infectious biological agents, replicating biological agents, biological toxins, research animals, radioactive materials, cryogenics, non-clinical X-ray instrumentation, high-voltage sources and sources of high-intensity non-ionizing radiation such as lasers.

### III. How do I use the UC Learning Center to access 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):  
You will need to use your UCSB NetID and password. If you are using the UCLC for the first time, you will need to update your account by identifying your supervisor/Principal Investigator. After login, click on **“Profile”**, then click on **“Browse”** next to your supervisor’s name. Next, follow the directions to select the supervisor<sup>2</sup>. When training is completed, you and your supervisor should receive a confirming e-mail you can use as proof of completion.
- **Non-Employees** (most undergrads, see Sec. IV. for visitors):  
Student UCSB NetIDs do not currently work in the UCLC, therefore they need to click on **“Non-Employees”**. You will be prompted to e-mail EH&S to request setup for UCLC access. It may take up to a day or two to get a response. You do **not** need to update your profile as noted above for employees if you provided the requested information. When training is completed, you and your supervisor should receive a confirming e-mail you can use as proof of completion.

### IV. What if I’m a VISITOR who does not have a UCSB NetID, but will work in a lab?

Visitors can complete the same online training as described above without a NetID, but outside of the UC Learning Center, at: <http://ehs.cnsi.ucsb.edu/> However, your training will **not** be automatically recorded. Instead, visitors are asked in the initial instructions to print out a copy of their **“quiz results”** which pops up at the **end** of the quiz. You will only be prompted once online, so please **don’t forget** to do this! You should present that training record to your department contact to show you have completed the training. Departments are asked to keep this page for their records.

Please direct any questions to your department contact.

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Footnote 2. By **“supervisor”** we mean the faculty member who runs the lab, or occasionally a staff member. It is typically not another graduate student, or postdoc.