

# UCSC Interns and Visitors Laboratory Safety Training

Welcome to the UCSC laboratories! All personnel working in UCSC hazardous materials laboratories must complete laboratory safety training prior to beginning work. The training includes three steps:

1. UCSC online *Introduction to Laboratory Safety* course
2. Additional safety classes required for the specific lab (e.g., Biosafety and Bloodborne Pathogens)
3. Lab-Specific Training Checklist completed with the mentor in the lab

1. First, take the online *Introduction to Laboratory Safety* course:

- Obtain UCSC NetID and Gold password by submitting the Sundry account form to ITS (<http://its.ucsc.edu/accounts/docs/sundry.pdf>)
- Logon to the UCSC Learning Center and complete the access request form under the “Student and Affiliate” category (<http://learningcenter.ucsc.edu/>).
- When access is given, logon to the UCSC Learning Center (<http://learningcenter.ucsc.edu/>) and take *Introduction to Laboratory Safety*.
- Print the certificate of completion to provide to the mentor (<http://ehs.ucsc.edu/lab-safety-manual/training.html#certificate>)

2. When the online course is complete, check with the mentor on the need for additional courses.

- Interns working with or near biological agents or materials must take the instructor-led Biosafety and Bloodborne Pathogens class. Registration for the course is through the UCSC Learning Center ([https://uc.sumtotalsystems.com/sumtotal/app/management/RegistrationEx/LMS\\_Registration.aspx?ActivityId=136782](https://uc.sumtotalsystems.com/sumtotal/app/management/RegistrationEx/LMS_Registration.aspx?ActivityId=136782)). Additional classes may be arranged with the UCSC Biosafety Officer by contacting [biosafety@ucsc.edu](mailto:biosafety@ucsc.edu).

3. Review and complete the Lab-Specific Training Checklist with the mentor upon arrival on campus (<http://ehs.ucsc.edu/lab-safety-manual/training.html#lab-specific%20training>)

Questions?

- Contact EH&S ([ehs@ucsc.edu](mailto:ehs@ucsc.edu)) with questions on the laboratory safety courses and requirements.
- Contact the UC Learning Center administrator (Tony Beld - [tbeld@ucsc.edu](mailto:tbeld@ucsc.edu)) with any questions or challenges with the online training or registration process.

Note that the UCSC science buildings are unlocked during business hours, and that the Minors in the Labs policy requires that minors be supervised when in the lab. For these reasons, minors will not be issued keys to the buildings or labs.

References:

UCOP Minor in the Lab Policy, 2013  
UCOP Laboratory Safety Training Policy, 2013