

**What?** This document outlines the minimum medical & training requirements for personnel working in a research setting. Answer the questions below to determine which requirements apply to you. If you answer "Yes," the corresponding requirements apply. (It is recommended that you complete the requirements in the numeric order listed below.)

**Who?** Principal Investigators (PI), Lab Supervisors (LS), research personnel, graduate students & undergraduate students in research laboratories as well as general staff working in laboratories and animal housing facilities.

Are you UCLA Faculty, staff or a student who...		Complete this Medical or Training Requirement (See Key Below)																					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Animal Research Safety **	will handle animal carcasses, animal tissue or will have access to a vivarium?																						
	will have direct contact with <u>live</u> vertebrate animals?																						
	is a PI, Faculty Sponsor or personnel listed on an ARC Protocol (even if you don't handle animals)?																						
Laboratory Safety	is a PI or Laboratory Supervisor ? *																						
	will use chemicals or work in a wet lab? (excluding PI's or LS's) *																						
	will use a respirator? *																						
	will use pyrophorics, explosives or large quantities of flammables? *																						
Biosafety ***	will use shop equipment? *																						
	will work with human materials (e.g. blood, specimens, tissue or cells)? *																						
	will use biohazardous materials? *																						
	will work in a Biosafety Level 2+ (BSL2+) lab?																						
Radiation Safety	will ship biological materials? *																						
	will handle radioactive materials? *																						
	will work with lasers?																						
DLAM Safety **	will work with X-Ray equipment?																						
	will work with mice?																						
	will work with rats?																						
	will work with a species other than mice or rats?																						
	will perform a survival surgery procedure or a procedure requiring aseptic technique?																						
	will enter or have access to an animal barrier facility?																						
will enter or have access to an animal biocontainment facility?																							

\* Principal Investigators & Lab Supervisors complete "3" in lieu of "4" \*\* Check your ARC Protocol for further details \*\*\* Check your IBC Protocol for further details

Key	Requirements	Frequency	Contact
1	Medical History Questionnaire (MHO) - <i>ONLINE</i>	Annual	OHF
2	Collaborative Institutional Training Initiative (CITI) <i>ONLINE</i>	3 Years	ARC
3	Laboratory Safety for PI's & LS's (initial) or Lab Safety Online Refresher (required every year following initial classroom training)	Annual	EHS
4	Laboratory Safety Fundamental Concepts (initial) or Lab Safety Online Refresher (required every year following initial classroom training)	Annual	EHS
5	Respirator Training & Fit Test (Medical Clearance Required)	Annual	EHS
6	Hands-On Fire Extinguisher Training	Once	EHS
7	Shop Safety Training	Once	EHS
8	Bloodborne Pathogens (BBP)	Annual	EHS
9	Biological Safety Cabinet (BSC)	3 Years	EHS
10	Medical Waste Management (MWM)	3 Years	EHS
11	Biosafety Level 2 A,B,C's (BSL2)	3 Years	EHS

Key	Requirements	Frequency	Contact
12	Biosafety Level 2 w/ Biosafety Level 3 practices (BSL2+)	3 Years	EHS
13	Shipping Biological Materials (SBM) - <i>ONLINE+\$95 FEE</i>	2 Years	EHS
14	New Radiation Worker Qualification (NRWQ)	Annual	EHS
15	Laser Safety	2 Years	EHS
16	X-Ray Diffraction Safety	Once	EHS
17	Working with Mice in Research Settings - <i>ONLINE+WET LAB</i>	Once	DLAM
18	Working with Rats in Research Settings - <i>ONLINE+WET LAB</i>	Once	DLAM
19	Species Specific Training - <i>CLASS+WET LAB</i>	Once	DLAM
20	Aseptic Surgical Technic - <i>ONLINE+WET LAB</i>	Once	DLAM
21	Working in a Barrier Facility - <i>ONLINE+WALKTHROUGH</i>	Once	DLAM
22	Working in a Biocontainment Facility - <i>ONLINE+WALKTHROUGH</i>	Once	DLAM

## Safety Training Checklist

**Instructions:** Use this document to determine training requirements and as a record of completion. Have your PI sign off on this once all requirements are completed. Maintain a copy of this document along with any certificates of completion for each of the requirements in your Lab Manual.

Name: \_\_\_\_\_ UCLA ID#: \_\_\_\_\_ UCLA Email: \_\_\_\_\_

PI Name: \_\_\_\_\_ PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Key	Medical & Training Requirements	Required for you?	Date Completed	Frequency	Contact	
1	Medical History Questionnaire (MHQ) MHQ Website: <a href="http://map.ais.ucla.edu/go/1004132">http://map.ais.ucla.edu/go/1004132</a> (Please note: a Medical History Questionnaire Waiver is required for visitors or guests who will have transient contact with animals or animal tissues, or will have access to animal housing areas.)			Annual	<b>Occupational Health Facility (OHF)</b> 10833 LeConte Ave., CHS 67-120 Los Angeles, CA 90095-1725 Phone: (310) 825-6771 Email: Janice Yoo <a href="mailto:jkoo@mednet.ucla.edu">jkoo@mednet.ucla.edu</a> Website: <a href="http://ohs.uclahealth.org/default.cfm">http://ohs.uclahealth.org/default.cfm</a> MHQ Info: <a href="http://map.ais.ucla.edu/go/1004132">http://map.ais.ucla.edu/go/1004132</a>	
2	Collaborative Institutional Training Initiative (CITI) ONLINE TRAINING MODULE <a href="https://www.citiprogram.org/Default.asp">https://www.citiprogram.org/Default.asp</a>			3 Years	<b>Animal Research Committee (ARC)</b> Phone: (310) 206-6308 General Questions: <a href="mailto:oaro@research.ucla.edu">oaro@research.ucla.edu</a> Website: <a href="http://oaro.research.ucla.edu/">http://oaro.research.ucla.edu/</a>	
3	Laboratory Safety for Principal Investigators/Lab Supervisors or Laboratory Safety Online Refresher <a href="http://training.ehs.ucla.edu/">http://training.ehs.ucla.edu/</a>			Annual	<p><b>Environment, Health &amp; Safety (EH&amp;S)</b> 501 Westwood Plaza, 4<sup>th</sup> Floor Los Angeles, CA 90095-1605 Phone: (310) 825-5689</p> <p>Contact each group below for specific information:</p> <p>Lab Safety: <a href="mailto:laboratorysafety@ehs.ucla.edu">laboratorysafety@ehs.ucla.edu</a> Biosafety: <a href="mailto:biosafety@ehs.ucla.edu">biosafety@ehs.ucla.edu</a> Radiation Safety: <a href="mailto:radiationsafety@ehs.ucla.edu">radiationsafety@ehs.ucla.edu</a></p> <p>Class Descriptions &amp; Training Schedule: <a href="http://map.ais.ucla.edu/go/1003938">http://map.ais.ucla.edu/go/1003938</a></p> <p>General EH&amp;S Training Questions email: <a href="mailto:training@ehs.ucla.edu">training@ehs.ucla.edu</a></p> <p>To request your EH&amp;S Training Record email: <a href="mailto:pcc@ehs.ucla.edu">pcc@ehs.ucla.edu</a></p>	
4	Laboratory Safety Fundamental Concepts or Laboratory Safety Online Refresher <a href="http://training.ehs.ucla.edu/">http://training.ehs.ucla.edu/</a>			Annual		
5	Respirator Training & Fit Test (medical clearance required)			Annual		
6	Hands-On Fire Extinguisher Training			Once		
7	Shop Safety Training			Once		
8	Bloodborne Pathogens (BBP)			Annual		
9	Biological Safety Cabinet (BSC)			3 Years		
10	Medical Waste Management (MWM)			3 Years		
11	Biosafety Level 2 A,B,C's (BSL2)			3 Years		
12	Biosafety Level 2 w/ Biosafety Level 3 practices (BSL2+)			3 Years		
13	Shipping Biological Materials (SBM) - ONLINE + \$95 FEE			2 Years		
14	New Radiation Worker Qualification (NRWQ)			Annual		
15	Laser Safety			2 Years		
16	X-Ray Diffraction Safety			Once		
17	Working with Mice in Research Settings - ONLINE + WET LAB			Once		<p><b>Division of Laboratory Animal Medicine (DLAM)</b> Phone: (310) 794-0282 Training Questions: <a href="mailto:dlamtraining@mednet.ucla.edu">dlamtraining@mednet.ucla.edu</a> Training Website: <a href="https://www.dlam2.ucla.edu/">https://www.dlam2.ucla.edu/</a></p> <p>NOTE: Be sure to <b>SIGN IN</b> before beginning the online training.</p>
18	Working with Rats in Research Settings - ONLINE + WET LAB			Once		
19	Species Specific Training - CLASS + WET LAB			Once		
20	Aseptic Surgical Technic - ONLINE + WET LAB			Once		
21	Working in a Barrier Facility - ONLINE + WALKTHROUGH			Once		
22	Working in a Biocontainment Facility - ONLINE + WALKTHROUGH			Once		

**IT IS RECOMMENDED YOU COMPLETE THE ABOVE REQUIREMENTS IN NUMERIC ORDER**