

**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	23	24	25
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 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? *			◆	◆			◆																		
Shop Safety	will use shop equipment?						◆			◆																
	will use pyrophorics, explosives or large quantities of flammables? *			◆	◆				◆																	
Biosafety ***	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?			◆	◆						◆		◆	◆	◆	◆										
	will ship biological materials? *										◆			◆			◆									
Radiation Safety	will handle radioactive materials? *			◆	◆														◆							
	will work with lasers?																			◆						
	will work with X-Ray equipment?																				◆					
DLAM Safety **	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	Key	Requirements	Frequency	Contact
1	Medical History Questionnaire (MHQ) <i>ONLINE</i>	Annual	OHF	14	Biosafety Level 2 A,B,C's (BSL2)	3 Years	EHS
2	Collaborative Institutional Training Initiative (CITI) <i>ONLINE</i>	3 Years	ARC	15	Biosafety Level 2 w/ Biosafety Level 3 practices (BSL2+)	3 Years	EHS
3	Lab Safety for PI's & LS's (initial) or Lab Safety Online Refresher (subsequent)	Annual	EHS	16	Shipping Biological Materials (SBM) - <i>ONLINE+\$95 FEE</i>	2 Years	EHS
4	Lab Safety Fundamental Concepts (initial) or Lab Safety Online Refresher (subsequent)	Annual	EHS	17	New Radiation Worker Qualification (NRWQ)	Annual	EHS
5	Lab-Specific Safety Training – required for PI/LS and workers in wet labs	Annual <sup>1</sup>	EHS	18	Laser Safety	2 Years	EHS
6	Lab Site Safety Orientation	Once	EHS	19	X-Ray Diffraction Safety	Once	EHS
7	Respirator Training & Fit Test (Medical Clearance Required)	Annual	EHS	20	Working with Mice in Research Settings - <i>ONLINE+WET LAB</i>	3 Years	DLAM
8	Hands-On Fire Extinguisher Training	Once	EHS	21	Working with Rats in Research Settings - <i>ONLINE+WET LAB</i>	3 Years	DLAM
9	Shop Safety Training	Annual	EHS	22	Species Specific Training - <i>CLASS+WET LAB</i>	3 Years	DLAM
10	UCLA Institutional Biosafety Committee (IBC) Compliance Training	Once	EHS	23	Aseptic Surgical Technic - <i>ONLINE+WET LAB</i>	3 Years	DLAM
11	Bloodborne Pathogens (BBP)	Annual	EHS	24	Working in a Barrier Facility - <i>ONLINE+WALKTHROUGH</i>	3 Years	DLAM
12	Biological Safety Cabinet (BSC)	3 Years	EHS	25	Working in a Biocontainment Facility - <i>ONLINE+WALKTHROUGH</i>	3 Years	DLAM
13	Medical Waste Management (MWM)	3 Years	EHS				

<sup>1</sup> At least once a year or as needed as hazards in the laboratory change.

## Safety Training Checklist

**Instructions:** Use this document to determine training requirements and record 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.

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

PI or Lab Supervisor Name: \_\_\_\_\_ PI or Lab Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Key	Medical & Training Requirements	Required for you?	Date Completed	Frequency	Contact	
1	Medical History Questionnaire (MHQ) MHQ Website: <a href="https://mhq.healthsciences.ucla.edu/">https://mhq.healthsciences.ucla.edu/</a> (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   (310) 825-6771 Email: Janice Yoo <a href="mailto:kyoo@mednet.ucla.edu">kyoo@mednet.ucla.edu</a> Website: <a href="http://ohs.uclahealth.org/default.cfm">http://ohs.uclahealth.org/default.cfm</a> MHQ Info: <a href="https://mhq.healthsciences.ucla.edu/">https://mhq.healthsciences.ucla.edu/</a>	
2	Collaborative Institutional Training Initiative (CITI) ONLINE TRAINING MODULE: <a href="http://www.citiprogram.org">www.citiprogram.org</a>			3 Years	<b>Animal Research Committee (ARC)</b> Phone: (310) 206-6308   <a href="mailto:oaro@research.ucla.edu">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	<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  Contact each group below for specific information:  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>  Class Descriptions & Training Schedule: <a href="https://worksafe.ucla.edu">https://worksafe.ucla.edu</a>  General EH&S Training Questions: <a href="mailto:training@ehs.ucla.edu">training@ehs.ucla.edu</a>  Obtain your EH&S Training Transcript: <a href="https://worksafe.ucla.edu">https://worksafe.ucla.edu</a>	
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	Lab-Specific Safety Training (required for PI/LS & workers in wet labs and in shops) – discuss and document the review of a safety subject related to your lab.			Annual <sup>1</sup>		
6	Site Safety Orientation Checklist			Once		
7	Respirator Training & Fit Test (medical clearance required)			Annual		
8	Hands-On Fire Extinguisher Training			Once		
9	Shop Safety Training			Annual		
10	UCLA Institutional Biosafety Committee (IBC) Compliance Training			Once		
11	Bloodborne Pathogens (BBP)			Annual		
12	Biological Safety Cabinet (BSC)			3 Years		
13	Medical Waste Management (MWM)			3 Years		
14	Biosafety Level 2 A,B,C's (BSL2)			3 Years		
15	Biosafety Level 2 w/ Biosafety Level 3 practices (BSL2+)			3 Years		
16	Shipping Biological Materials (SBM) - ONLINE + \$95 FEE			2 Years		
17	New Radiation Worker Qualification (NRWQ)			Annual		
18	Laser Safety			2 Years		
19	X-Ray Diffraction Safety			Once		
20	Working with Mice in Research Settings - ONLINE + WET LAB			3 Years		<b>Division of Laboratory Animal Medicine (DLAM)</b> Phone: (310) 794-8676 Training Questions: <a href="mailto:dlamtraining@mednet.ucla.edu">dlamtraining@mednet.ucla.edu</a> Training Website: <a href="https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx">https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx</a> NOTE: Be sure to <b>SIGN IN</b> before beginning the online training.
21	Working with Rats in Research Settings - ONLINE + WET LAB			3 Years		
22	Species Specific Training - CLASS + WET LAB			3 Years		
23	Aseptic Surgical Technic - ONLINE + WET LAB			3 Years		
24	Working in a Barrier Facility - ONLINE + WALKTHROUGH			3 Years		
25	Working in a Biocontainment Facility - ONLINE + WALKTHROUGH			3 Years		

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

<sup>1</sup>At least once a year. Might occur ongoing as hazards in the lab/shop change.