

New Member Orientation and Training List

General Laboratory Orientation:

1. Obtain a university proxy ID badge and have it activated ([WeID](#)-Police Department).
2. Get an email account (HR)
3. Add your name on HLAT for laboratory hazard assessment and PPE appointment to get laboratory coat (Laboratory Manager)
4. [Complete Mandatory HIPAA Training](#)
5. File Contact information (Laboratory Manager)
6. Get Access to Laboratory room
7. Add your name to protocols after finishing required trainings (PI/Laboratory Manager)
8. [Training List Information](#)

Safety Training

1. ALL employees will need to take the following courses: UC Learning Center ([MyAccess](#))
2. General laboratory safety: laboratory safety for researchers
3. Biological safety: Biosafety training
4. Bloodborne pathogen training
5. Chemical safety: Carcinogen training
6. (optional, if you work with any of the chemicals including Formaldehyde, paraformaldehyde, and formalin, Chloroform, Dichloromethane, Formamide, Crystal Violet, Trypan Blue, β -Estradiol, IPTG)
7. Radiation safety: Radiation safety for radioactive materials (optional, if you work with radioactive materials)
8. Controlled Substance training: (optional)
9. [Information on Authorized User of Controlled Substances](#)
10. Safe Shipping (optional)
11. [Hepatitis B Consent/Declination form](#): complete the form if you work with human blood and human tissues

Animal Welfare Training

For new laboratory members who will work with mice: UC Learning Center ([MyAccess](#))

Basic Regulatory and Ethical Requirements

1. IACUC BRER I
2. IACUC BRER II
3. Rodent Species Specific Training, including
4. IACUC Mouse Euthanasia Training
5. IACUC Rodent Barrier Training
6. PSB Facility Orientation (in person, sign up through UC Learning Center)
7. IACUC mouse basic handling (in person, sign up through UC Learning Center)
8. PASSR (Post-Approval Survival Surgery Review) (Frank Yang, Frank.Yang@ucsf.edu)
9. Medical History Screening Questionnaire
10. [MHS Questionnaire](#)
11. IACUC Rodent Isoflurane Machine (optional)
12. IACUC Rodent Anesthesia Principles (optional)
13. IACUC Rodent Basic Surgical Principles and Techniques (optional)

Facility Access

PI or laboratory manager will request addition of your name to the appropriate IACUC protocols. You must read, understand and sign the protocols before performing any animal work.

1. Complete Animal Facility Access Form and bring to the LARC supervisor at the time of your in-person Facility Orientation to have it signed. Email the completed and signed form to [LARC Facility](#) or fax to 415- 476- 0581 for proxy card activation.
2. [Animal Facility Access Form](#)

NOTE. All training requirements must be completed before you will be authorized to use animals. Access to the animal facilities will not be granted until IACUC authorization is given. For general information of [LARC](#) Phone: 415-476-2197 or traineriacuc@ucsf.edu.

Disclaimer statement: These are recommendations from the Department of Surgery

Preparation for Working with Human Patients or Tissues

Anyone in the laboratory working directly with human blood, human cell lines and/or patients, must understand the risk factors associated with their work and must be properly immunized. For immunization screening and documentation, you must schedule an appointment with the UCSF Occupational Health Program (OHP) and complete the appropriate forms. All of the forms indicated below will be sent to you by the OHP when you schedule an appointment.

General Requirements:

If you work directly with human blood, human tissues and/or human cell lines, you will need to:

1. Complete the Bloodborne Pathogen Training course:
2. Contact OHP (information below) for screening or immunization and schedule an appointment if necessary.
3. Complete the Hepatitis B Consent/Declination through the BUA application in Research Information Online (RIO).

If your job requires you to have face-to-face patient contact you will also need to:

1. Complete annual tuberculosis screening or symptom review with Occupational Health Services
2. Complete immunity screening (measles, mumps, rubella, and varicella).

To Fully Determine Your Risk and Contact the OHP office:

Schedule an appointment with OHP (350 Parnassus, Suite 206) by calling 415-885-7580.

UCSF Occupational Health Program

Laboratory Safety Orientation

We are committed to conducting our work efficiently and in a way that ensures the protection of workers, the public, and the environment. The Integrated Safety and Environmental Management System (ISEMS) integrates safety into work practices at all levels. "Each individual is directly responsible for ensuring his or her own safety and for promoting a safe, healthy and environmentally sound workplace and community."

EMERGENCY PHONE NUMBERS

For life-threatening emergencies or fire call from any UCSF land line:	9-911
For life-threatening emergencies or fire call from cell phones:	415-476-6911
Chemical/Biological/Radiological Spill	9-911
Biological exposures (Blood-borne pathogens, biological agents, and animal bites) Occupational Health Exposure Hotline (Needle Stick Hotline) (24 Hour Pager):	415-353-7842
Chemical exposures–Poison Control (24 hour)	800-222-1222
Radiation exposures–Radiation Safety Officer	415-502-0649
For non-life-threatening emergency, suspicious person sighting (UCPD):	415-476-1414
For facilities/equipment emergencies call:	415-476-2021

EMERGENCY ACTION PLAN (EAP)

Before starting work in your laboratory you must read your Department Emergency Action Plan.

1a. In a global emergency, that requires entire building-to be evacuated, leave the building and proceed to your designated assembly area at:_____

b. In a local emergency, if you are in a high-rise (over 6 floors) evacuate to 4 floors below your level. If the alarm is sounding on that level, evacuate to your designated assembly area.

c. Check in with your floor warden or emergency coordinator before leaving assembly area.

2. In an emergency while you are alone in the laboratory or at home -an event that prevents you from coming back to work, such as earthquake, fire, power outage, call your PI at: 415-476-1739 and/or your Laboratory Manager at 415-476-0789 or the UCSF Hotline, 415-502-4000.

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3. Be familiar with Emergency Shutdown Procedures for your area. The procedures should be executed before evacuating the building only if it is safe to do so. Delegated individuals may be permitted into the building to perform shutdown.

4. KNOW THE LOCATIONS OF:

<u>Item</u>	<u>Location</u>
Emergency Exit	_____
Fire Extinguishers	_____
Fire Alarms	_____
Emergency Eye Washes	_____
Emergency Showers	_____
First Aid Kits	_____
Fire blankets	_____
Flashlights + batteries	_____
Emergency kit	_____
Chemical spill supplies	_____
Material Safety Data Sheets (contain Important information on chemicals)	Bookmark the <u>EHS website</u> :

If you are injured at work and require immediate attention call 9-911 or go to the Emergency Room. For other injuries inform your supervisor and determine if you need to call Employee Health Services (415-885-7580). Complete Employee Incident Report and submit to Human Resources-Disabilities Management Services.

REPORT ALL ACCIDENTS AND HAZADOUS SITUATIONS TO YOUR SUPERVISOR IMMEDIATELY.