UC Irvine Laboratory Site Safety Training Checklist

Prior to beginning work at any UCI Laboratory you must complete the following:

- Read and understand the contents of this Checklist
- Receive training on specific laboratory safety requirements and procedures for your laboratory
- Complete all steps required by this checklist and ensure that you and your PI have signed the document

UC Learning Training Modules:

1. Go to http://uclc.uci.edu, click “Login” and enter your UCInetID and password.
2. Click on “Learner” icon at the top of the page, click the “Campus” tab and then click on “Safety Training Self-Assessment” in the bottom blue bar.
3. Fill out questionnaire using the following information (PI/Lab Supervisor must tailor this section to the anticipated work you will perform in the laboratory:}

![Image of UC Irvine Safety Training Self-Assessment](image-url)
4. For **activities and environments** that describe your work:

5. Click “submit” at the bottom.

6. Go back to the home page and click on “Required Activities” in the upper blue bar to view your required trainings. Register and complete required trainings.

   Note: For the status of each assignment, “Attended” and “Acquired” means the task is up-to-date while “Assigned” or “In progress” means the task still needs to be completed.

7. Make sure to complete the following modules first:
   a. Laboratory Safety Fundamentals (online)
   b. Hazardous Waste (online)

8. You may have been assigned additional modules depending on your work (such as Bloodborne Pathogens, Viral Vectors or Privacy and Security Training-HIPAA). Make sure to complete these required modules as well.
## Work Unit Specific Training

Your PI/Lab Supervisor or designated Safety Representative will cover the following topics with you.

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<th>Initial</th>
<th>Training Topics</th>
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<td><strong>Emergency Procedures</strong></td>
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<td><strong>Fire alarm pull station</strong>: Locations and activation instructions.</td>
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<td></td>
<td><strong>Fire Extinguisher</strong>: Location and activation instructions.</td>
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<td><strong>Eye wash/safety showers</strong>: Locations and activation instructions.</td>
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<td></td>
<td><strong>First aid kits</strong>: Locations and content review.</td>
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<td><strong>Phone</strong>: Locations and dialing of '911' instructions.</td>
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<td><strong>Emergency Procedures Guide</strong>: Flipchart locations and discussion of actions for each scenario listed.</td>
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<td><strong>Shelter-in-Place</strong>: Review of shelter-in-place lab securing procedures.</td>
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<td><strong>Primary and Secondary Routes of Egress</strong>: Walk of both pathways to Emergency Assembly Area and review of disabled employee evacuation procedures.</td>
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<td><strong>Emergency Assembly Area</strong>: Review of lab gathering point and evacuation procedures.</td>
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<td><strong>Reverse 911</strong>: Enroll in campus emergency alert system.</td>
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<td><strong>Engineering Controls</strong></td>
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<td><strong>Chemical fume hoods</strong>: Demonstration of proper use and instruction on adjustable controls.</td>
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<tr>
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<td><strong>Chemical storage locations</strong>: Locations and segregation rules.</td>
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<td><strong>Laboratory Ventilation</strong>: Laboratory is slightly negative with respect to the hallway</td>
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<td></td>
<td><strong>Other engineering controls (glove boxes, gas cabinets)</strong>: Demonstration of proper use and instruction on adjustable controls</td>
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<td>Describe:</td>
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<td><strong>Administrative Controls</strong></td>
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<td><strong>Laboratory Safety Manual (including Chemical Hygiene Plan)</strong>: Location and content description.</td>
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<td><strong>SDS</strong>: Demonstration of electronic access to Safety Data Sheet repository.</td>
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<td><strong>Laboratory Standard Operating Procedures (SOPs)</strong>: Review of SOP locations, required approvals and signature of understanding for each SOP.</td>
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<td><strong>Chemical Inventory</strong>: Access and use of inventory system (Cibr-trac).</td>
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<td><strong>Chemical Processes</strong>: Identification of areas requiring specific SOPs.</td>
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<td><strong>Reporting</strong>: Safety Concerns, Near-Misses notification to Supervisor or PI.</td>
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<td><strong>Hazard-Specific Safety Training</strong>: Determine additional courses needed. Enroll in courses.</td>
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<td><strong>Authorizations</strong>:</td>
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<td></td>
<td>- Radiation Use Authorization: Submit a Radioisotope User Enrollment form</td>
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<td>- Laser Use Authorization:</td>
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</table>
☐ Controlled Substances - Submit a Personnel Screening Data Sheet (PSDS)
☐ Animal Worker -
  ☐ Attend Orientation to Animal research and obtain card key
  ☐ Complete CPTI Training
  ☐ Complete the LAOHP medical screening questionnaire
☐ IBC protocol modification form-PI or SR to add your name to the protocol(s)

**Personal Protective Equipment**

Access and review the Laboratory Hazard Assessment Tool, complete training and obtain PPE via EH&S

___ Lab Coat:
Provide at no cost a fitted lab coat(s). Certain labs require flame resistant lab coats. *(Provide established instructions here)*
Type: ☐ FR ☐ Standard ☐ Barrier

___ Eye protection:
Provide at no cost a fitted pair(s) of safety glasses and/or safety goggles. Safety eyewear must be of the type and adjusted accordingly to be worn comfortably and stay securing in place. *(Provide established instructions here)*
Corrective Prescription Y/N Model: _______________________

___ Gloves:
Location, knowledge to select correct type, and donning/doffing instructions.
Other: _______________________

**Waste Disposal**

___ Hazardous Waste Accumulation Area: Demonstrate: Location, proper labeling, proper storage requirements, and process to request pick-up.

**Other**

___ Understands safety procedures for specific operations (e.g., UV light, laser, safe use of specialized equipment, high voltage equipment, confined space, etc.). *(See SOS binder and sign off on all established SOPs as needed)*

___ EH&S Reproductive Health Program information

___ Hazardous Lab equipment (autoclaves, cryostat, centrifuge, table saws)
List here: _______________________

___ Other Topics:

**Laboratory Worker Signature**
I certify I have been provided with and understand the information in the Laboratory Site Safety Training Checklist. I understand I am responsible for adhering to all safety laws, rules, and regulations while working at UC Irvine

Print Your Name _______________________

Signature _______________________

PI Name and Signature _______________________

Date _______________________

4
Nizkorodov Laboratory Specific Safety Requirements

1. Safety is the top priority in the lab. Use common sense and if in doubt about anything, do not perform the experiment/ask for assistance!!! Always make sure to wear the proper PPE for any experiment you are performing. Check the SDS/SOP/etc. for specifics. Ask other lab members to wear PPE if they are not doing it. If you see a group member doing something obviously dangerous stop him/her right away and suggest a safer procedure.

2. The University of California, Irvine (UCI) requires researchers to take an online self-assessment through UC Learning Center (UCLC) located online at http://www.uclc.uci.edu, and then complete all indicated required training.

3. Material Data Safety Sheets (MSDS) can be viewed online at http://www.ehs.uci.edu/msds.html.

4. Students and researchers must read, understand, and sign the Hazard Assessment Document found in the Safety on Site (SOS) binder located at the Nizkorodov laboratory SR’s desk.
   a. The Hazard Assessment is performed annually in the Nizkorodov lab.

5. The UCI Laboratory Safety and Chemical Hygiene Plan (CHP) can be accessed at http://www.ehs.uci.edu/programs/lsg/TABLEofCONTENTS.pdf. The CHP should be consulted prior to working with chemical substances and the students and researchers in the Nizkorodov laboratory must read and understand the following two sections of the Laboratory Safety Guidelines:
   a. UCI Laboratory Safety Guidelines-Section 2, Chemical Hazards- Recognition, Evaluation and Control

6. UCI Laboratory Safety Guidelines-Section 3, Physical Hazards- Recognition, Evaluation, and Control

7. Students and researchers in the laboratory must read and understand all of the Standard Operating Procedures (SOPs) relate to the types of experiments and instruments said person will utilize found on the Nizkorodov Group “Intranet” Webpage: http://aerosol.chem.uci.edu/intranet/index.htm. Students and researchers should discuss with Dr. Nizkorodov which SOPs listed are applicable to their specific research.

8. Students and researchers in the Nizkorodov laboratory must read and understand the following Standard Operating Procedures (SOPs) that can be found on the UCI EHS Safety Training Resources webpage: http://www.ehs.uci.edu/programs/sop_library/
   a. Laser Safety

9. Students and researchers must attend a laboratory specific safety orientation performed by the SR. There is a separate file covering the orientation. Topics of this orientation should include:
   • Location and proper use of safety equipment
   • Emergency procedures including steps for personal injury, hazardous spills and evacuations
   • Basic laboratory safety rules (see chp, safety rules)
   • Location, selection and when to wear personal protective equipment (ppe)
   • Location and methods for hazardous waste disposal
   • Access and maintenance of hazardous material inventories
   • Provisions for working in the lab alone

10. • Other hazards specific to the research group

11. Except when at one’s desk or walking from the hall directly to the desk, safety glasses must be worn at all times when in the lab. For people with prescription glasses, sideshields must be worn at all times in the lab. Laboratory coats must be worn when in the vicinity of chemicals.

12. Flip-flops (or other open-toed shoes) are not permitted in the lab. (OK for office only work).

13. Shorts, open tops, and other clothing revealing large skin areas may not be worn in the lab (OK for office only work).

14. Always keep all doors to the dry and liquid chemical cabinets closed.

15. Latex, nitrile, etc. gloves cannot touch doorknobs, computer mice, or other items in clean areas. Chemically contaminated items (lab coats, bottles, TLC plates, NMR tubes, etc.) are not permitted in these areas either.
16. Any procedure involving large amounts of chemicals, i.e., any reaction or procedure that that is carried out in a 1 L flask or with 50 mmol of substrate in any vessel, cannot be performed when alone in the lab.

17. Solvent bottles greater than 1 L (except water) cannot be left unattended on bench tops or on the floor. No chemical-containing bottle can be on the floor without secondary containment (attended or not).

18. 5 gallon solvent containers should never be purchased for this lab, except for: 1) water; 2) pump oil

19. Hazardous operations should not be performed in locations where hazardous materials are stored in bulk (e.g. flame-drying glassware in the presence of organic solvents).

20. **Pyrophoric material is prohibited in the lab.** Prior to working with these types of substances, researchers should consult an appropriate operating procedure and a co-worker who is already familiar with the procedure.

21. If you are using a chemical that our lab has not yet used, make sure to follow the appropriate channels. This involves: reading the SDS for the specific chemical, checking the EH&S webpage to see if it needs a special SOP, and following any and all specific safety requirements from the appropriate agency(ies). If you need assistance with creating an SOP, notify the safety officer.

I, ___________________________________________, (Print Name) have read and understand the Nizkorodov Laboratory Specific Safety Requirements, and I have completed the required training or am scheduled to complete it before I start laboratory experiments.

_____________________________________________________________________________________

Signature ___________________________ Date ______________

Sergey Nizkorodov

PI Full Name ___________________________ Date ______________

_____________________________________________________________________________________

SOS Representative Signature ___________________________ Print Name ___________________________ Date ______________