



UC SANTA BARBARA NON-UCSB USER LABORATORY SAFETY INFORMATION FORM

All users of UCSB Facilities must understand and comply with the following prior to accessing the lab(s).

- Everyone working in UCSB Laboratory Facilities is required to work in a safe and professional manner and to follow standard prudent laboratory practice.
- In any emergency where there is injury to any person or threat to any structures, call 911 first and then notify the Department Safety Representative (DSR). Know who the DSR is for each shared facility you use & how to contact them.
- Any time the building fire alarm sounds, everyone in the building must evacuate the building immediately.
- During a significant earthquake, everyone in the building should stand in door frames or take cover under desks until the quake is over. Then quickly leave the building.
- Smoking is not allowed anywhere on the UCSB campus.
- Know the Hazard Assessment of each facility/lab space you are authorized to use. Do not enter any facility/lab space that you have not been authorized to use.
- All required Personal Protective Equipment (PPE) must be worn at all times while in the shared facilities and labs. You can consult the lab-specific Chemical Hygiene Plan (CHP) and Hazard Assessment for the required PPE. You may be required to bring or to purchase your own if the facility doesn't have enough extras.
- Everyone has the right and obligation to report any unsafe situation at UC. Such reports may be made directly to the supervisor or anonymously to the DSR or alternate. A Hazard Reporting Form should be completed, and is located here: <http://chs.ucsb.edu/units/iipp/iipprsc/IIPPforms/hazrptform.pdf>
- **Everyone performing any lab work is required to take the UCSB class “UC Laboratory Safety Fundamentals Initial” BEFORE starting work in the lab.** You will need a UCSBnetID to complete the training, see below for Instructions.

UCSBnetID & Training Instructions

1. Email the attached form (“UCSBNetID and Learning Center Request Form”) to the secure email address on the Form.
2. Lara Anderson, or someone from the UCSB Contracts team will send you a unique “Annex Locator” token. Be sure to save the Annex Locator token, as they may be needed for future Identity Manager sessions.
3. Once you receive the Annex Locator token, navigate to the Identity Manager: <https://secure.identity.ucsb.edu/manager/> and choose “An Affiliate of the University” and sign-in using your Annex Locator.
4. Once signed-in, you will need to enter a password and security questions.

Once you have a UCSBnetID and Password:

1. Respond to the UCSB email about your Annex Locator token (from Calli Price or Lara Anderson) with your UCSBnetID login name, requesting access to the UC Learning Center.
2. Lara or Calli will respond once your profile is setup. Access the UC Learning Center at: <http://learningcenter.ucsb.edu> Login under the **Non-Employee** button using your UCSBnetID and password.
3. To find the course, use the “Search” function by entering “**Safety Fundamentals**”. Click on “Select”, then “Start”.
4. Send Calli.Price@ucsb.edu your completion certificate for the training.
5. You're all set! Calli will enter your Waiver and Lab Safety training in our central campus lab user database for your Company/home institution. Let the lab manager know you're ready to schedule time in the lab.



UCSB NetID and/or UC Learning Center Access Request Form

INSTRUCTIONS

This form is to be filled out if you are an external user of the UCSB lab(s), and need a UCSB NetID and/or access to the UC Learning Center to take Lab Safety training.

Please complete this and email it to our secure Box file: NetIDs_bmtzs0x0ub76dqbb@u.box.com

Full Name (include middle initial)	
Email Address	Birthdate (necessary for the NetID)
Client/Business name (where you work)	Phone #

Check the box below that best fits your status at UCSB:

- a current UCSB employee or student
If you checked this box, what is your NetID? _____
- a former UCSB employee or student
If you checked this box, what is your old NetID, if known? _____
If you don't remember your old NetID, what is the last 4 of your SSN? (We will reactivate your old NetID)

- a former user of the UCSB labs, but forgot my NetID
If you checked this box, what is the last 4 of your SSN? (We will reactivate your old NetID) _____
- brand new to UCSB

Please email the completed form to our secure Box file: NetIDs_bmtzs0x0ub76dqbb@u.box.com

NOTE: The subject and body content of the email do not come through to Box.