Liu Lab Safety Training Procedure

The following procedure needs to be done before any students (grad, undergrad, visiting scholar, etc) start working in the lab. ***Be sure to complete each step in order unless specified. Undergraduates, be sure to cc your graduate student at each step.***

1. Complete online safety training and email transcript to Hong Xu <hongxu@engr.ucr.edu> and cc Yiqing Chen<ychen766@ucr.edu> and Dr. Liu.
   a. A list of required online safety courses can be found here: https://www.bioeng.ucr.edu/safety/required-safety-classes
   b. If you have any questions about registering courses, you can visit the UCRLearning Support website to get help. It contains guides, FAQs, and how to contact them for additional assistance. https://ucrlearninghelp.ucr.edu/

2. Visit Bioengineering department office and arrange a time to fill out Volunteer paperwork. Can be concurrent with Step 1.
       Trudi Loder trudi@engr.ucr.edu
   a. You may also contact the bioengineering administrative officer instead of visiting the bioengineering department to arrange a time to fill out volunteer paperwork
   b. https://www.bioeng.ucr.edu/about/staff

3. Arrange a time to go over and sign lab safety binder with Ruoyu Sheng <rshen005@ucr.edu> and cc Yiqing Chen and Dr. Liu. Get confirmation from Ruoyu that the signing is complete in the same email. Yiqing will add you to Laboratory Hazard Assessment (LHA) once confirmed fromRuoyu. Yiqing will also send a confirmation email to confirm you have been added to LHA.

4. Get PPE from storehouse after you finish LHA.
   a. The LHA website is https://ehs.ucop.edu/
       i. You will see the LHA under "Action Items" or "Workspace"
       ii. Additional information:
           1. LHA info: https://ehs.ucr.edu/laboratory/assessment
           2. PPE info: https://ehs.ucr.edu/laboratory/lhat#ppe_policy
   b. NOTE Undergraduates: Arrange a time with your graduate student to try on lab coats in lab. If none fits, then get PPE from the storehouse.

5. **Undergraduates:** Send the following information to Yiqing Chen <ychen766@ucr.edu>.
   a. Name
   b. Major
   c. Year (Current year and expected graduation year)
   d. Institution (Not necessary unless you are from a different Institution beside UCR)
   e. Email
   f. Program (Examples: HSI Summer Bridge, Marc U Star, etc)
   g. Picture of yourself