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 Allison Sander <allison.sander@email.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 the lab safety binder with Allison Sander <allison.sander@email.ucr.edu> and Dr. Liu. Get confirmation from Allison that the signing is complete in the same email. Allison will add you to the Laboratory Hazard Assessment (LHA) once confirmed by Allison. Allison will also send a confirmation email to confirm that 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:** Please fill out this form: https://docs.google.com/forms/d/e/1FAIpQLSe_ZQLHKhA_xSu5apF0FGRFIf5tVmgPfyUhZWh5yezQJ1725g/viewform?usp=sf_link