



Laboratory-Specific Visitor Training Checklist

The UCLA Host should use the checklist below as a tool for providing laboratory-specific training to all Visitors who will be working with or observing procedures involving biohazardous materials. This must be completed upon the Visitor's arrival at UCLA.

1. Hazard Communication

Visitor was informed of the hazards associated with the biological materials that may be handled.

2. Occupational Health

Visitor was informed of the conditions that result in increased susceptibility to infection if exposed.

Visitor was informed of the vaccinations available for the biological materials that may be handled.

3. Laboratory Attire and Personal Protective Equipment

Visitor was informed of UCLA's [Policy 905: Research Laboratory Personal Safety and Protective Equipment](#).

Visitor was informed of the personal protective equipment (PPE) required (as outlined in the BUA and SOPs) for the procedures that will be performed involving biological materials.

4. Emergency Procedures

Visitor was informed of UCLA's Emergency Contact Information and Procedures:

PI/Laboratory Manager Emergency Contact Information

Ronald Reagan Emergency Hospital

757 Westwood Plaza, Los Angeles, CA 90095 (Charles E. Young Drive and Gayley Ave)

Hospital Info: 310-825-9111

Emergency Department: 310-825-2111

UCLA Police Department (UCPD)

Land-line: 911

Cell phone: 310-825-1491

Visitor was informed of the location of the closest eyewash station and safety shower and has been instructed on how to operate this equipment.

Visitor was informed of the location of the closest emergency exit and was instructed on the evacuation route for the laboratory.

Visitor Name

Visitor Signature

Date

UCLA Host Name

UCLA Host Signature

Date