

June 20, 2019

This letter provides an overview of the institutional laboratory safety practices at UCLA.

UCLA uses a multilayered approach to guide safe practices in research laboratories. There are laboratory safety requirements on individual researchers and principal investigators with oversight by the UCLA Office of Environment, Health & Safety and the Vice Chancellor for Research through faculty oversight committees. These are briefly outlined herein and detailed information can be provided upon request.

Training

All individual research personnel, including faculty, are required to complete both general and topic-specific safety training before beginning any research activities. This is in addition to research-specific safety training required within research groups. Some departments and schools also require additional safety training that is discipline-specific.

Research Laboratories

All research laboratories are required to adhere to all federal, state, and campus laboratory safety policies and requirements. Each research laboratory undergoes safety review inspections at least annually with detailed reporting and required responses. Most research groups have a Laboratory Safety Officer (LSO) to oversee and coordinate safety actions at the research group level. Some of the LSO's have additional specialized training from the UCLA Office of Environment, Health & Safety.

Laboratory Safety Requirements and Communication

Many of the policies, requirements and procedures guiding laboratory safety requirements can be found within the following primary documentation sources:

[UCLA Biosafety Manual](#)

[UCLA Radiation Safety Manual](#)

[UCLA Chemical Hygiene Plan](#)

[UCLA Controlled Substance program](#)

[UCLA Policy 905: Research Laboratory Personal Safety and Protective Equipment](#)

[UCLA Policy 907: Safe Handling of Particularly Hazardous Substances](#)

[UCLA Policy 994: Radiation Safety](#)

[UCLA Policy 992: Use of Biohazardous Materials and Recombinant or Synthetic Nucleic Acid Molecules in Research and Teaching Activities](#)

Departments and Schools

Safety committees at the department/school/institute level provide guidance and oversight specific to certain research disciplines. Some set additional safety training requirements and additional personal protective equipment policies.

Campus Oversight

At the campus level the UCLA Office of Environment, Health & Safety ensures that all research is conducted in a safe and compliant manner meeting all federal, state, and campus requirements. EH&S conducts laboratory safety audits of every research laboratory and has staff with specialized training to provide technical assistance on laboratory safety issues to researchers.

Representing the campus administration on laboratory safety policies and requirements are research safety committees supported by the [Office of Research Administration](#) under the Vice Chancellor for Research. These include: Animal Research Committee, Chemical and Physical Safety Committee, Dual Use Review Entity, Institutional Biosafety Committee, and Radiation Safety Committee. Coordination of those safety committees is provided by the Safety Oversight Committee. Certain research activities require prior review and approval by the campus-wide safety committees before work can commence. Examples include: biological research involving recombinant or synthetic DNA and biohazardous agents; work with radioactivity; research on vertebrate animals; and research on human subjects. These activities require Biological Use Authorizations or Approved ARC Protocols.

More detailed information can be found through [UCLA Office of Environment, Health & Safety](#) and the [UCLA Research Safety and Animal Welfare Administration](#).

Sincerely,



Roger Wakimoto
Vice Chancellor for Research