

I ILLINOIS

Materials Research Laboratory

COLLEGE OF ENGINEERING

New MRL Off-Campus Researcher Orientation

Orientation Procedure for Off-Campus Researchers New to MRL

(if you've used instruments at MRL before, you don't need to complete this again)



Orientation: 3 Steps

(Details on Following Slides)

1. Complete UIUC [Division of Research Safety](#) online training and email certificates to [MRL](#)
 - Laboratory Safety Training
 - Chemical Management for Laboratories
2. Read [UIUC Laboratory Safety Guide](#)
3. Read [MRL Orientation presentation](#)

Step 1: DRS Safety Training

- Contact mrl-facilities@mx.uillinois.edu to request the creation of a DRS public account
- Complete the UIUC **D**ivision of **R**esearch **S**afety online safety training
 - Complete *Laboratory Safety, Parts 1 & 2*
 - Complete *Chemical Safety: An Introduction, Parts 1 & 2*
- Provide certification of completion to MRL
 - Save each certificate after completing your online training
 - Sign the certificate (manually, electronically in PDF, or type)
 - Print and sign the certificates. Bring with you when you come to MRL.

1: Go to drs.illinois.edu

Step 1: DRS Safety Training

I ILLINOIS

LOGIN

DIVISION OF RESEARCH SAFETY INCIDENTS PROGRAMS TRAINING WASTE LIBRARY POSTERS COVID-19



2: Click training.



Division of Research Safety

A unit of the Office of the Vice-Chancellor for Research and Innovation
University of Illinois

Promoting a culture of safety through the implementation and oversight of comprehensive safety programs, building partnerships, and providing key services.



Step 1: DRS Safety Training

2: Click on training module.
You will repeat this step for
other trainings.

I ILLINOIS

LOGIN

DIVISION OF RESEARCH SAFETY

INCIDENTS

PROGRAMS

TRAINING

WASTE

LIBRARY

POSTERS

COVID-19



What DRS Training Do I Need?

Safety Training Curriculum & Prerequisites

Training Records

Access Training Records & Print Certificates

Laboratory Safety

Laboratory Safety
Fire Extinguisher Training
Risk Assessment for Research Procedures

Chemical Safety

Chemical Safety: An Introduction
Hydrofluoric Acid Training
Compressed Gases and Cryogenics
Formaldehyde Safety

Biological Safety

Understanding Biosafety
Safe Handling of Human Cell Lines/Materials in a Research Laboratory
NIH Guidelines Overview
DURC Policy Overview

Radiation Safety

Radioactive Materials Safety Training
Analytical X-Ray Safety
Radiation Safety Awareness Training

Hazardous Material Transport

Awareness Training for the Transport of Hazardous Material
Transportation of Infectious Substances Category B

Non-Laboratory Personnel Safety Training

Hazard Communication (Right-to-know)
Occupational Exposure to Bloodborne Pathogens

Step 1: DRS Safety Training

LOGIN

UNIVERSITY USERS

I Login with NetID and Shibboleth

4: Type in the log in credentials sent to you by DRS.

NON-UNIVERSITY USER



Login with Google Account



Login with Carle Hospital Account



Login with an OVCRl Public Profile

Step 1: DRS Safety Training

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Office of the Vice Chancellor for Research & Innovation

Welcome, Julie [Log Out](#)

My Training

Training Library >

My Projects

My Groups

CHEMICAL SAFETY: AN INTRODUCTION

by Division of Research Safety

5: Click on "Take Part 1 Online"
(Do both Part 1 and Part 2)

Take Part 1 Online

Overview

This online training was developed for laboratory personnel who handle chemicals on a laboratory scale. Part 1 introduces the different chemical classes, their associated hazards and recommendations for safe handling. Part 2 provides general advice for handling and transport and covers incompatibilities and proper chemical storage.

FOR: This online training is recommended for all University laboratory personnel who handle chemicals.

Takes approximately 90 minutes

Part	Completed	Name
1	Incomplete	Chemical Safety: An Introduction Part 1
2	Incomplete	Chemical Safety: An Introduction Part 2

This training remains valid indefinitely

Completion Summary

Step 1: DRS Safety Training



Office of the Vice Chancellor for Research & Innovation

Welcome, Julie [Log Out](#)

My Training

Training Library

My Projects

My Groups

LABORATORY SAFETY TRAINING

by Division of Research Safety

6: Click on "View Certificate"

[Part 1 Online](#) [View Certificate](#)

Overview

This online training provides information regarding standard laboratory safety guidelines, laboratory signs and labels, personal protective equipment, working with biological/chemical/radiological materials, waste disposal, and emergency preparedness.

Needs be taken prior to working with biological/chemical/radiological materials or within the first month of working in the laboratory.

This training is REQUIRED for all laboratory personnel (Principal Investigators, graduate students, post-docs, technicians, etc.) who work in University research laboratories.

Takes approximately 55 minutes

Part	Completed	Name	
1	04/03/2019	Laboratory Safety Training Part 1	Retake Part 1
2	04/15/2020	Laboratory Safety Training Part 2	Retake Part 2

Step 1: DRS Safety Training

7: You may “print” this certificate to save it, but it’s easier to

1. Take a screenshot
2. Paste this into Paint or a similar program

Training Certificate

Print

X

I
ILLINOIS

CERTIFICATE OF COMPLETION

Julie Ten Have

successfully completed

Laboratory Safety Training

on April 15, 2020
Date

Valid until April 15, 2023
Date
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

Step 1: DRS Safety Training

8: Sign the certificate in a drawing program
(typing your name is OK, scanning in a signed paper copy is OK)

Training Certificate

Print

X

I
ILLINOIS

CERTIFICATE OF COMPLETION

Julie Ten Have

successfully completed

Laboratory Safety Training

on April 15, 2020
Date

Valid until April 15, 2023
Date
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

Step 1: DRS Safety Training

9: In the browser address bar, change "67" to "222"

9: Do "Chemical Safety: An Introduction" Both Part 1 and Part 2.

Take Training Online

RESEARCH
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

My Training
Training Library

WELCOME, DrsTdbUser Log Out

CHEMICAL MANAGEMENT FOR LABORATORIES

by Division of Research Safety

Overview

This online training covers information on the safe use, storage, waste management, and emergency response for hazardous chemicals in laboratories. It includes information on how to prevent or reduce potential exposure, proper handling, and disposal of hazardous chemicals.

FOR: This live training is recommended for all researchers and laboratory staff who work with hazardous chemicals in laboratories.

Takes approximately 90 minutes

This training remains valid indefinitely

Completion Summary

You have never completed this training

Requirement Summary

You are not required to take this training

Pre-Requisites

Laboratory Safety Training	Completed March 6, 2017
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Step 1: DRS Safety Training

9: To move to the Chemical Safety training, change the number in the url from “67” to “222”

<https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=67> (Lab Safety)

<https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=222> (Chemical Safety)

The screenshot shows the OVC Portal interface. At the top left is the University of Illinois logo and the text "Office of the Vice Chancellor for Research & Innovation". On the right, a user profile for "Julie" is shown with a "Log Out" link. A dark sidebar on the left contains navigation links: "My Training", "Training Library" (with a right arrow), "My Projects", and "My Groups". The main content area is titled "CHEMICAL SAFETY: AN INTRODUCTION" by the "Division of Research Safety". A red button labeled "Take Part 1 Online" is positioned in the top right of the content area. Below the title is an "Overview" section with a paragraph describing the training, a "FOR:" statement, and a note that it takes approximately 90 minutes. A table shows two parts, both marked as "Incomplete". At the bottom, it states "This training remains valid indefinitely".

ILLINOIS
Office of the Vice Chancellor for Research & Innovation

Welcome, Julie Log Out

My Training
Training Library >
My Projects
My Groups

CHEMICAL SAFETY: AN INTRODUCTION

by Division of Research Safety

Take Part 1 Online

Overview

This online training was developed for laboratory personnel who handle chemicals on a laboratory scale. Part 1 introduces the different chemical classes, their associated hazards and recommendations for safe handling. Part 2 provides general advice for handling and transport and covers incompatibilities and proper chemical storage.

FOR: This online training is recommended for all University laboratory personnel who handle chemicals.

Takes approximately 90 minutes

Part	Completed	Name
1	Incomplete	Chemical Safety: An Introduction Part 1
2	Incomplete	Chemical Safety: An Introduction Part 2

This training remains valid indefinitely

Completion Summary

9: Complete “Chemical Safety: An Introduction”, Both Part 1 and Part 2.

Step 1: DRS Safety Training

- Email your signed DRS safety training certificates to mrl-orientation@illinois.edu

Alternatively, mail the certificates to MRL or bring them with you when you visit

- There are 2 required certificates:
 1. Laboratory Safety Training, Parts 1 & 2
 2. Chemical Safety: An Introduction, Parts 1 & 2

If you will be using X-Ray, Laser, or Fab facility instrumentation, additional DRS safety certificates are required; please contact mrl-orientation@illinois.edu for specifics

Step 2: Laboratory Safety Guide

- Read the UIUC Laboratory Safety Guide:
<http://www.drs.illinois.edu/site-documents/LaboratorySafetyGuide.pdf>
- Email mrl-orientation@illinois.edu with any questions about this guide
 - Off-campus researchers do not need to take the Laboratory Safety Guide quiz (which is required for UIUC researchers of the MRL Central Research Facilities)

Step 3: Watch the Orientation Video

- Watch the MRL Orientation Video
 - *How to work safely* and effectively at MRL
 - *How to sign up for training* and instrument time
 - The latest version of the orientation can be found at go.illinois.edu/MRLorientationvideo

Orientation Completion

- After completion of all 3 steps, you will be able to request instrument-specific training on the MRL online schedule system
 - Step 1: DRS safety certificates
 - Step 2: Read Laboratory Safety Guide
 - Step 3: Watch the MRL Orientation video
- You may need to complete additional online training if you will be exposed to certain additional hazards (examples: HF, lasers, X-rays)
 - If this applies to you, email mrl-orientation@illinois.edu for more specific instructions

Further Information

- mrl-orientation@illinois.edu
 - Questions about the orientation
 - Feedback on the process for off-campus researchers
 - Questions about DRS safety prerequisites for X-Ray, Laser, or Fab instrumentation
- mrl-facilities@illinois.edu
 - Questions about your proposal status or your MRL user ID number
 - Questions about coming to campus
 - Issues with the DRS login and password for safety modules