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# **Access to UCSB Laboratories**

## 1. UCSB NetID Registration

- **Visiting Researchers:** Email Eleni Papananou (hellen@ucsb.edu) to request an Annex Locator. Provide your university or professional email, full name, and date of birth.
- Once you receive the Annex Locator, activate your UCSB netID using the UCSB Identity Manager UCSB Identity Manager as a University Affiliate.

(This step is not required for UCSB-based researchers).

## 2. Activate the Lab Hazard Assessment Program

Log in to Assessment
 (www.ehs.ucsb.edu/programs-services/lab-safety-chemical-hygiene/laboratory-assessment-and-personal-protective-equipment) using your UCSB netID and log out.

(Local UCSB researchers already added to another lab hazard assessment may skip this step).

## 3. Complete the UC Laboratory Safety Fundamentals Course

- Take the course online via the UCSB Learning Center (www.learningcenter.ucsb.edu) and save the completion certificate.
- Email the certificate to Debbie Kleinpeter (BP-admin@cnsi.ucsb.edu).

(UC-affiliated researchers can login to their own campus' UC Learning Center to provide a copy of the class certificate.).

# 4. Submit the Chemical Hygiene Plan Attestation Form

- Read the SOPs and BioPACIFIC MIP Chemical Hygiene Plan (https://ucsb.box.com/s/6c59218a281kytu2echc6ee49lobg622),
- Read Section 2 of the UCSB Chemical Hygiene Plan.
   (www.ehs.ucsb.edu/sites/default/files/docs/chp/CHP2021sec2final.pdf)
- Read Section 3 of the UCSB Chemical Hygiene Plan.
   (https://www.ehs.ucsb.edu/sites/default/files/docs/chp/CHP2021Sec3final.pdf)
- Download, sign, and email the Chemical Hygiene Plan Attestation Form to Debbie Kleinpeter. (https://ucsb.box.com/s/9hax1ffehxpdl4n85cyzi8w1mm1j5zye)

#### 5. X-ray Users Only

- Complete the online Radiation Safety Training course titled "Radiation Producing Machines" via the UCSB Learning Center. (www.learningcenter.ucsb.edu/)
- Submit the completion certificate to Youli@mrl.ucsb.edu.

#### 6. Symphony-X Users Only

 Complete the Symphony X Attestation Form and email it to morganbates@ucsb.edu. (https://ucsb.box.com/s/iizg7vl56sjkeen9bu4fgp0fdyf1dhe9)

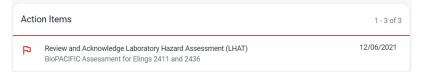
#### 7. Schedule Instrument Training

- Once the above steps are completed, email the relevant project scientist to schedule your instrument training.
- Include your UCSB netID, PI name, department, university affiliation, BioPACIFIC MIP proposal ID/project code, or recharge account number.

## 8. Acknowledge Your Addition to the Lab

- The project scientist will add you to the laboratory hazard assessment roster using your UCSB netID.
- Log in to Assessment
   (www.ehs.ucsb.edu/programs-services/lab-safety-chemical-hygiene/laboratory-assessment-and-personal-protective-equipment) and acknowledge the hazard safety assignment for the corresponding laboratory (Elings 2411 and 2436 for Synthesis and Additive Manufacturing or Elings 2419 for X-ray)

An example action item assignment in Assessment is shown below:



## 9. PPE Safety Training and Pick-Up

- Complete the PPE Safety Training Course.
- Schedule a PPE pick-up appointment via Google Calendar (https://bit.ly/4cSITKe). Please provide required details: non-flammable lab coat, BioPACIFIC MIP as PI, preferred gender, and coat size.
- Pick up your PPE from Chemistry Building loading dock, storeroom #1432. (https://goo.gl/maps/9LFeXjuKQ1M1M63Q8)

#### 10. Lab Walkthrough

- Complete a laboratory safety walk-through with a staff scientist before gaining keycard access or unrestricted reservation access to equipment.
- Download the Training Needs Assessment Form and bring it to your equipment training session. (https://bit.ly/4cZpcit)

## 11. Keycard Access

- Visiting Researchers: Email the User Coordinator (hellen@ucsb.edu) to obtain a keycard for lab access. Return it on your last day at UCSB.
- **UCSB Researchers:** Apply for CNSI card access or update your existing card using the CNSI online form (accessible via campus Wi-Fi or VPN). (http://access.cnsi.ucsb.edu/Forms/form.php)

#### 12. Equipment Reservations

- Following training, reserve equipment online using FBS with your UCSB netID. (https://ucsb.fbs.io/Anon/logon.aspx)
- If using the equipment via an active proposal, ask a staff scientist to set up an internal BioPACIFIC MIP lab account for tracking usage.

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