

# 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). [here](#)*

## 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](http://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](http://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/6c59218a281kytu2echc6ee49lobq622>),
- Read Section 2 of the UCSB Chemical Hygiene Plan. ([www.ehs.ucsb.edu/sites/default/files/docs/chp/CHP2021sec2final.pdf](http://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/9hax1ffehxpd14n85cyzi8w1mm1j5zye>)

## 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/](http://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](http://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:

Action Items		1 - 3 of 3
	Review and Acknowledge Laboratory Hazard Assessment (LHAT) BioPACIFIC Assessment for Elings 2411 and 2436	12/06/2021

## 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](mailto: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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<https://bpm-wiki.cnsi.ucsb.edu/> - **NSF BioPACIFIC MIP Wiki**

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