

# 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](#) as a University Affiliate.

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

## 2. Activate the Lab Hazard Assessment Program

- Log in to [Assessment](#) 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](#) 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](#),
- Read [Section 2](#) of the UCSB Chemical Hygiene Plan.
- Read [Section 3](#) of the UCSB Chemical Hygiene Plan.
- Download, sign, and email the [Chemical Hygiene Plan Attestation Form](#) to Debbie Kleinpeter.

## 5. X-ray Users Only

- Complete the online Radiation Safety Training course titled "Radiation Producing Machines" via the [UCSB Learning Center](#).
- 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.

## 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](#) 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](#). 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.

## 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.

## 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).

## 12. Equipment Reservations

- Following training, reserve equipment online using [FBS](#) with your UCSB netID.
- If using the equipment via an active proposal, ask a staff scientist to set up an internal BioPACIFIC MIP lab account for tracking usage.

From:  
<https://bpm-wiki.cnsi.ucsb.edu/> - NSF BioPACIFIC MIP Wiki

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