

# Access to UCSB Laboratories

**1. Provide your project participant information** *(If you have already submitted your information, please skip this step).*

- For personnel that are being added after a project has been approved or started, use [this link](#) to provide your participant information.

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

- **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, request your UCSB netID using the [UCSB Identity Manager](#) as a University Affiliate. Send the netID you chose to Eleni Papananou (hellen@ucsb.edu) so she can activate the account.

**3. Activate the Lab Hazard Assessment Program** *(Local UCSB researchers already added to another lab hazard assessment may skip this step).*

- Log in to [Assessment](#) using your UCSB netID and log out.

**4. Complete the UC Laboratory Safety Fundamentals Course** *(UC-affiliated researchers can login to their own campus' UC Learning Center to provide a copy of the class certificate.).*

- 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).

**5. 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 (BP-admin@cnsi.ucsb.edu).

**6. 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.

**7. Symphony-X Users Only**

- Complete the [Symphony X Attestation Form](#) and email it to morganbates@ucsb.edu.


**8. 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.

## 9. 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

## 10. 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.

## 11. Lab Walkthrough

- Complete a laboratory safety walk-through with Zach Nett (zjnett@ucsb.edu) before gaining keycard access or unrestricted reservation access to equipment.
- Download the [Training Needs Assessment Form](#) and bring it to your session.

## 12. 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).

## 13. 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.

## 14. Shipping Address

- For shipping reagents, samples, or supplies to BioPACIFIC MIP, please use the address below and include the name of the staff member you are working with in the attention line:

Attn: [Staff Name]/BioPACIFIC MIP  
California Nanosystems Institute  
Elings Hall Room 3448  
Santa Barbara, CA 93106-6105

From:

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

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