

# 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, please provide your [Participant Information](#).

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

- **Visiting Researchers:** Email Saejin Oh (saejinoh@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 Saejin Oh (saejinoh@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 zjnett@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 (OASIS 400 and 413 for Synthesis and Additive Manufacturing, Elings 2419 for X-ray or Elings 2417 for microrheology)

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

\* If you want your personal PPE please follow the procedure below.

- Complete the PPE Safety Training Course in the Assessment/LHAT.
- 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.
- For your scheduled appointment, please go to the [Environmental Health and Safety offices \(Bldg. 557\)](#). Please contact Hector Acuña ([hector.acuna@ucsb.edu](mailto:hector.acuna@ucsb.edu)) or Andrea Tufekcic ([andreatufekcic@ucsb.edu](mailto:andreatufekcic@ucsb.edu)) with questions regarding this process.

\* Readily available shared PPE at different sizes will be available at the OASIS facilities.

## 11. Lab Walkthrough

- Complete a laboratory safety walk-through with Zach Nett ([zjnett@ucsb.edu](mailto:zjnett@ucsb.edu)) and/or David Fisher ([dfisher@ucsb.edu](mailto:dfisher@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 Research Project Coordinator ([saejinoh@ucsb.edu](mailto:saejinoh@ucsb.edu)) to obtain a FOB for Elings and/or OASIS lab access. Return it on your last day at UCSB.
- **UCSB Researchers:**
- For Elings Hall Lab Access: Apply for CNSI card access or update your existing card using the [CNSI online form](#) (accessible via campus Wi-Fi or VPN).
- For OASIS Lab Access: Apply for OASIS lab access using the [OASIS Access FOB request form](#) to obtain a FOB that grants you access to OASIS labs. **ALL required documents must be on file prior to FOB access approval.**

## 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:

**For SAXS samples**

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

**For all other samples**

Attn: [Staff Name]/BioPACIFIC MIP  
UCSB OASIS  
71 S Los Carneros  
Goleta, CA 93117

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