Access to UCSB Laboratories

1. Please follow this link and provide your 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, activate your UCSB netID using the UCSB Identity Manager as a University Affiliate.** 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. 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:**

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
California Nanosystems Institute
Elings Hall Room 3448
Santa Barbara, CA 93106

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