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# **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.

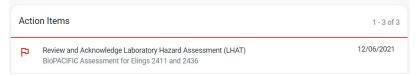
#### 8. Schedule Instrument Training

- 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:



## 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 2025/10/16 07:54 3/3 Access to UCSB Laboratories

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Last update: **2025/08/20 15:12** 

