General Access to Laboratories UCSB

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 (www.im.ucsb.edu/idm/manage) as a University Affiliate.

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

2. Activate the Lab Hazard Assessment Program

- Log in to Assessment (www.ehs.ucsb.edu/programs-services/lab-safety-chemical-hygiene/laboratory-assessment-and-personal-protective-equipment) 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 (www.learningcenter.ucsb.edu) 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 (https://ucsb.box.com/s/6c59218a281kytu2echc6ee49lobq622),
- Read Section 2 of the UCSB Chemical Hygiene Plan. (www.ehs.ucsb.edu/sites/default/files/docs/chp/CHP2021sec2final.pdf)
- Read Section 3 of the UCSB Chemical Hygiene Plan. (https://www.ehs.ucsb.edu/sites/default/files/docs/chp/CHP2021Sec3final.pdf)
- Download, sign, and email the Chemical Hygiene Plan Attestation Form to Debbie Kleinpeter. (https://ucsb.box.com/s/9hax1ffehxpdl4n85cyzi8w1mm1j5zye)

5. X-ray Users Only

- Complete the online Radiation Safety Training course titled "Radiation Producing Machines" via the UCSB Learning Center. (www.learningcenter.ucsb.edu/)
- 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. (https://ucsb.box.com/s/iizg7vl56sjkeen9bu4fgp0fdyf1dhe9)

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 (www.ehs.ucsb.edu/programs-services/lab-safety-chemical-hygiene/laboratory-assessment-and-personal-protective-equipment) 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 (https://bit.ly/4cSlTKe). 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. (https://goo.gl/maps/9LFeXjuKQ1M1M63Q8)

10. Training Needs Assessment

- 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. (https://bit.ly/4cZpcit)

11. 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). (http://access.cnsi.ucsb.edu/Forms/form.php)

12. Equipment Reservations

- Following training, reserve equipment online using FBS with your UCSB netID. (https://ucsb.fbs.io/Anon/logon.aspx)
- If using the equipment via an active proposal, ask a staff scientist to set up an internal BioPACIFIC MIP lab account for tracking usage.

Completion of a new user orientation and safety briefing is required before obtaining card-key access to any of the BioPACIF MIP laboratories. Tool-specific training is required for all tools and instruments in the BioPACIFIC MIP.

During COVID-19 operations our training is limited. If you would like to become a lab user, or need to request training on tools please complete this form.

After training card key access to the Workshop may be requested at: http://access.cnsi.ucsb.edu/Forms/form.php (automated material synthesis and characterization is in room 2411 and additive manufacturing is in room 2436B).

All users must complete UCSB Environmental Health and Safety's Fundamentals of Laboratory Safety course. The course is offered in person at the beginning of each quarter, and is also available on-line.

Instructions for accessing Fundamentals of Laboratory Safety on-line:

- Go to the Learning Center website https://www.learningcenter.ucsb.edu/ and login. Graduate students, post-docs and undergraduate employees login as employees. There is a separate tab for non-employees for external users and undergraduates not on payroll, but before logging in, a supervisor or host must submit an account request on their behalf here.

- Once logged into the learning center search for LS60

- On the select tab select start.

Note for undergraduates: if you are not able to log into the learning center e-mail the lab manager who can get the system to send you an invitation to enroll.

From:
https://bpm-wiki.cnsi.ucsb.edu/dokuwiki/ - **NSF BioPACIFIC MIP Wiki**

Permanent link:
https://bpm-wiki.cnsi.ucsb.edu/dokuwiki/doku.php?id=access_and_training&rev=1725502380

Last update: **2024/09/05 02:13**