


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:

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

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

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