Access to UCSB Laboratories

1. Provide your information

- 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

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

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