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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, 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

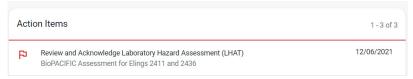
- Once the above steps are completed, email the relevant project scientist to schedule your instrument training.
- Include your UCSB netID, PI name, department, university affiliation, BioPACIFIC MIP proposal ID/project code, or recharge account number.

#### 9. Acknowledge Your Addition to the Lab

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- 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 2025/09/05 19:37 3/3 Access to UCSB Laboratories

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