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, please 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 zjnett@ucsb.edu.

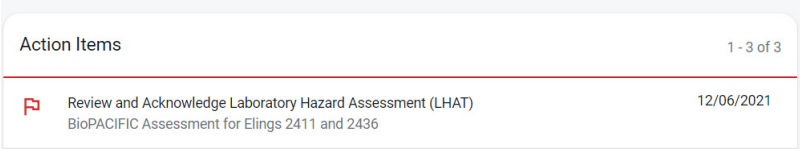
8. Schedule Instrument Training

- 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 (OASIS 400 and 413 for Synthesis and Additive Manufacturing, Elings 2419 for X-ray or Elings 2417 for microrheology)

An example action item assignment in Assessment is shown below:



10. PPE Safety Training and Pick-Up

* If you want your personal PPE please follow the procedure below.

- 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.

* Readily available shared PPE at different sizes will be available at the OASIS facilities.

11. Lab Walkthrough

- Complete a laboratory safety walk-through with Zach Nett (zjnett@ucsb.edu) and/or David Fisher (dfisher@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 Research Project Coordinator (saejinoh@ucsb.edu) to obtain a FOB for Elings and/or OASIS lab access. Return it on your last day at UCSB.
- **UCSB Researchers:**
- For Elings Hall Lab Access: Apply for CNSI card access or update your existing card using the CNSI online form (accessible via campus Wi-Fi or VPN).
- For OASIS Lab Access: Apply for OASIS lab access using the OASIS Access FOB request form to obtain a FOB that grants you access to OASIS labs.

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:

For SAXS samples

Attn: [Staff Name]/BioPACIFIC MIP
California Nanosystems Institute
Elings Hall Room 3448
Santa Barbara, CA 93106-6105

For all other samples

Attn: [Staff Name]/BioPACIFIC MIP
UCSB OASIS
71 S Los Carneros
Goleta, CA 93117

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

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