

CNSI's multi-user core labs (Cleanroom, Biological Nanostructures and Microfluidics) area available to commercial users on a recharge basis.

**Outline: (Steps 1-4 can be done in parallel to speed things up):**

1. Register with business services so that you can legally work on campus
2. Complete the basic lab safety training through the learning center. You will need the UCSB NetID that you get through business services to
3. CNSI building and lab access
  - a. Get a letter from the lab manager where you want to work authorizing you to get a card
  - b. Get a key card at the UCEN
  - c. Apply for access to the lab(s) where you want to work
4. Training and orientation in the lab – get to work!

**Detailed Instructions:**

1. Register with Business Services: Contact Calli Price, Procurement Services Manager, at [contracts@bfs.ucsb.edu](mailto:contracts@bfs.ucsb.edu) to complete the required Agreement, individual waivers, insurance, and lab safety training requirements for use of UCSB Multi-use facilities. Additional information may be found at: <http://www.bfs.ucsb.edu/procurement/contracts-property/multi-user-lab-access>
1. Completion of the basic lab safety course (LS60) is a prerequisite for working in any lab at UC. It is offered on-line through the UC Learning Center (UCLC), and takes about 1.5 hours to complete. The UCLC is accessed at: <http://learningcenter.ucsb.edu>. You can enroll using the UCSB NetID obtained through Business Services. Each user will need to request a NetID by emailing their full name, birthdate, and email address to [contracts@bfs.ucsb.edu](mailto:contracts@bfs.ucsb.edu)  
To find the training course, use the "Search" function by entering or "LS 60" for the basic lab safety course. A course description can be found at: <http://www.ehs.ucsb.edu/training/fundamentals-laboratory-safety-online>
2. Building Access into Elings Hall and the lab that you want to work in requires a key card.
  - a. There isn't an established protocol to issue key card IDs to non-employees. We've worked out an arrangement with the UCEN. The lab manager will give you a letter that authorizes the UCEN information desk to issue you a card.
  - b. Cards cost \$15 and are obtained at the UCEN Information desk on the main floor of the UCEN student center.
  - c. Once you have a card, complete the on-line form for access to the Elings Hall and labs you will be working in at: <http://access.cnsi.ucsb.edu/Forms/form.php>. Remember to request external door access if you will be working after business hours.
3. The lab staff are responsible for orientation and tool training. Their contact information is below:  
Biological Nanostructures Lab – YerPeng Tan, 3217 Elings Hall, [tan@cnsi.ucsb.edu](mailto:tan@cnsi.ucsb.edu), 893-6068  
Biological Nanostructures Lab – Jennifer Smith, 3217 Elings Hall, [jsmith@cnsi.ucsb.edu](mailto:jsmith@cnsi.ucsb.edu), 893-6082  
Microfluidics Lab – Dave Bothman, 3229 Elings Hall, [bothman@cnsi.ucsb.edu](mailto:bothman@cnsi.ucsb.edu), 893-4125  
Nanostructures Cleanroom – Lee Sawyer, 3229 Elings Hall, [lsawyer@cnsi.ucsb.edu](mailto:lsawyer@cnsi.ucsb.edu), 893-2296