



Welcome!



To access the UCSB facility, please follow these steps:

Point of Contact	ExFAB Lab Manager: Jackie Richardson (jackie_richardson@ucsb.edu)
UCSB Login	- Not necessary for UCSB-based researchers - Email Jackie to request an Annex Locator by providing your university or professional email address, full name, and date of birth. - Once the Annex Locator has been received, use the identify manager service to setup your account as a University Affiliate and activate a UCSB netID/email.
Safety Training	- Complete the “UC Laboratory Safety Fundamentals” course online through the UCSB Learning Center. - Save a copy of the class completion certificate and e-mail it to Jackie. - UC-affiliated researchers can login to their own campus’ UC Learning Center to provide a copy of their completion certificate.
Chemical Hygiene Plan	- Read the SOPs and Chemical Hygiene Plan specific for the ExFAB Biofoundry. - Review Section 2 (p.52) and Section 3 (p.77) of the UCSB Chemical Hygiene Plan. - A signature will be required during lab orientation.
Lab Orientation	Email Jackie to schedule an in-lab safety orientation.
Lab Hazard Assessment	- You will be added to an LHAT assessment using your UCSB email. - Once you receive the LHAT email, login to the system and review all parts including PPE training. - No PPE appointments will need to be scheduled as all PPE will be provided for you.
Keycard Access	Visiting researchers: Email Jackie so she can provide you with an access key fob to enter the building and required labs. Return the key fob to her on your last day. UCSB researchers: Add Elings Hall and ExFAB lab(2436) access to an existing card using the online form. Access to the online form via the link below is only possible when connected to campus Wi-Fi or when logged on through a campus VPN: http://access.cnsi.ucsb.edu/Forms/form.php
FBS Scheduling	- All users will need to fill out the CNSI ExFAB user request form. - After submission, your PI name, department and university affiliation will be confirmed for account setup. - You will also be contacted to provide any necessary billing information such as a ExFAB project code or recharge account number. - Once confirmed, FBS access will be granted and training can be scheduled.

Welcome to our facility—wishing you a rewarding and productive visit.