

Information for new students and lab personnel

- **Cal Card and email** (near Sather Gate)
 - Once you have a card go to <http://www.me.berkeley.edu/cardkeys/> to request access to the lab.
- **Lab Safety Training**
 - *Lab Specific Powerpoint Training.* Once a year students are required to review the lab safety powerpoint and sign the Lab Safety Log. For new students, review the “OConnellLab_Training.ppt” on the website (under resources) and send an email confirming your understanding of the lab specific rules to Professor Grace O’Connell.
 - *Online Training through EH&S:*
 1. **EH&S 101 & 201 – Fundamentals of Laboratory Safety**
(https://uc.sumtotalsystems.com/sumtotal/app/management/LMS_ActDetails.aspx?ActivityId=162955)
 2. **Hazardous Materials Spill Response- required annually**
 3. **Hazardous Waste Program Training - one-time training**

If you are in the Cal system as an employee, you can access the Learning Center through blu.berkeley.edu. If not (i.e. you’re a student), then you can access online lab safety courses at <http://www.ehs.berkeley.edu/training.html>

Once you’ve completed your training, you will receive a confirmation email from EH&S. Keep this for your records.

- EH&S will provide you with the appropriate personal protective equipment (i.e. lab coats and safety goggles), which **must** be worn in the laboratory.
 - To have your lab coat laundered, put your lab coat in an unlabeled ziplock bag in any outgoing campus mail bin. Make sure to drop your coats in the mail on a **Tuesday** to ensure the speediest return. Your lab coats will be return to you within a few weeks.
- **Lab Resources**
 - **Box** (box.com) – Through your Berkeley.edu account, you can open a Box account, which is a cloud-based repository. Lab protocols can be accessed through Box. Email Professor O’Connell to receive access to the lab Protocol folder on Box.
 - Graduate students should also have their own Box folder to be used as a backup for all data files. Email Professor O’Connell to have a box folder with your name set up. Due to editing and ownership settings, this folder should be set up by Prof. O’Connell with the student having full editorial permissions.