

## 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](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](http://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.

- **Testing equipment** – To use any equipment in the lab you will need to be trained by another graduate student (with sufficient experience using the equipment) and sign standard operating procedure (SOP). SOPs are kept in a binder within the entry hallway in the wet lab (2166 EH). For most equipment in the lab, the ‘primary’ graduate student to approach for testing is the graduate student that uses the equipment the most. This student will also be able to add you to the Google Calendar for that piece of equipment after you’ve been trained.
  - **Examples of equipment that require training:** Instron, Shimadzu, MTS, nanoindenter, chemical fume hood, bone saw, biosafety cabinet, digital camera
  - **Equipment with individual Google Calendars:** Instron, Shimadzu, MTS, digital camera, *Vic2D*
- **Meeting with Prof. O’Connell**
  - Graduate students are open to sign up for meetings with Professor O’Connell by picking an open time on her calendar. All students have their own bCalendar (Berkeley’s version of Google Calendar). On the left side of the calendar select ‘+’ for Other Calendars. Search for and add Prof. O’Connell’s calendar ([g.oconnell@berkeley.edu](mailto:g.oconnell@berkeley.edu)). This will allow you to view when Prof. O’Connell is busy or available. Any slot that is open is available for graduate students to sign up for. If for some reason, Prof. O’Connell is not able to meet during the time selected, you will receive an email.
  - *Meeting frequency* – It is strongly suggested that graduate students meet with Prof. O’Connell on a bi-weekly basis. This is to make sure students are able to be matched with necessary resources and to guide students along their research projects in a timely manner. For students that have passed their qualifying exam the meeting frequency may decrease.