



# WELCOME PACKET

Facilities: (858) 246-1077/76

EH&S: (858) 822-6886

Security/Front Desk: (858) 246-1071

UCSD Police: (858) 534-4357

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La Jolla, CA 92037-0012

## Welcome to the Sanford Consortium for Regenerative Medicine.

The following pages contain key information to make your arrival as seamless as possible. Should you have any questions along the way, please do not hesitate to contact Facilities at (858) 246-1077/76.

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# Welcome

The bullet points below will help to address all of your needs and questions. Please visit the Sanford Consortium intranet page ([www.sanfordconsortiumintranet.com](http://www.sanfordconsortiumintranet.com)) for additional building information.

## I. SETTLING IN: The First Things to Do

1. Please ensure that your PI or lab manager has sent your mandatory building access form to **Monica Cowdrey** ([mcowdrey@sanfordconsortium.org](mailto:mcowdrey@sanfordconsortium.org)). Then visit the Sanford Consortium front desk located in the first floor lobby between the hours of 7:00am and 3:00pm to have your photo taken and access badge issued.
2. If you need to obtain a key to your office, please contact Johnnie Parks at [jparks@sanfordconsortium.org](mailto:jparks@sanfordconsortium.org)
3. If you are not a member of UCSD please coordinate a time with Monica Cowdrey at [mcowdrey@sanfordconsortium.org](mailto:mcowdrey@sanfordconsortium.org) to obtain an East Lot Parking Sticker.
4. Orient yourself with your immediate environment; bathrooms, kitchen, break areas, etc. Familiarize yourself with the building escape routes; fire exits and stairways, which are shown on the Emergency Exit Plans posted throughout the building.

## II. TECHNOLOGY

### 1. Conference Facilities

There are three large conference rooms, two smaller conference rooms, and three meeting rooms. The facilities team can assist with basic Audio Visual (AV) support for the conference room technology. More complex AV requests will need to be directed to Hector Bracho and his Cal IT team at [hbracho@eng.ucsd.edu](mailto:hbracho@eng.ucsd.edu), [av@calit2.net](mailto:av@calit2.net), or (858) 534-2594.

- A. Conference spaces should be reserved before use at <http://www.sanfordmeetingreservations.com/>. *For reservations in the Roth Auditorium and/ or Divisible Conference Room, please contact Monica Cowdrey* ([mcowdrey@sanfordconsortium.org](mailto:mcowdrey@sanfordconsortium.org)). A brief description, photographs of each space, and conference room phone numbers are provided on the scheduling site. The rooms can also be reserved on physical room schedulers located outside the entrance of each conference space for present reservations only. The physical schedulers will not allow you to schedule reservations in the future. Please remember to cancel existing reservations

that are no longer needed as a courtesy to others that have an interest in using the space.

- B. Video conferencing capabilities are offered in each of the larger conference rooms. Calit ([Hbracho@eng.ucsd.edu](mailto:Hbracho@eng.ucsd.edu)) is happy to assist with use of this technology should it be needed.
- C. Mobile Teaming boards (Hitachi starboard interactive boards) are offered in all small conference rooms and break areas, along with (3) mobile units. Utilization of the system is available to all and encouraged.
- D. Polycom (conference) phones are located in each conference space. Each phone is labeled with the assigned phone number. Phone details can be found at <http://blink.ucsd.edu/technology/phones/conference/digital.html#2.-Add-the-second-person>.

## 2. Phones

The building has provided two analog phones per lab space. Each of these phones is labeled with their assigned number. To make local calls, you must dial 8 first (e.g. 8+ 858-xxx-xxxx, or 8+ 619-xxx-xxxx, or 8+ 760-xxx-xxxx). To connect with a UCSD or Sanford Consortium phone, only dial the last five digits of the number. Many offices have been equipped with digital phones, to learn more about that phone please visit: <http://blink.ucsd.edu/technology/phones/desk/all/DBC-223-224/instructions.html>. If you are experiencing issues with your phone please contact the ACT Help Desk at (858) 534-1853.

- A. All UCSD personnel may submit their own Customer Service Requests (CSR) to Telecom to request data activation and changes as well as phone activation, deactivation, and service changes.
- B. All non-UCSD personnel may submit their phone and data requests to Monica Cowdrey ([monica@kavassoc.com](mailto:monica@kavassoc.com)).

## 3. BizHubs

Each floor has a common use Copier/Printer/Fax machine (“Bizhub”) located at the southern end of the corridor. Every lab has been provided a passcode that allows user access. Please visit [www.sanfordbizhub.com](http://www.sanfordbizhub.com) to install the necessary driver for your computer. The fax numbers are as follows:

- 1<sup>st</sup> Floor: (858) 246-1489
- 2<sup>nd</sup> Floor: (858) 246-1575
- 3<sup>rd</sup> Floor: (858) 246-1579
- 4<sup>th</sup> Floor: (858) 246-1586

Currently there are no fees associated with use of these machines. If you are experiencing issues with the machine please contact Lee Soria ([sanfordit@sanfordconsortium.org](mailto:sanfordit@sanfordconsortium.org)).

## 4. Information Technology

General IT support is provided by Lee Soria. He can be reached at [sanfordIT@sanfordconsortium.org](mailto:sanfordIT@sanfordconsortium.org). For UCSD personnel please know that the ACT helpdesk is still available to you and should be contacted first to obtain a work ticket number that you can then provide to Lee Soria for follow-up if necessary.

If you are seeing widespread internet outages, cannot access multiple Web sites, cannot reach home institution resources or cannot use wireless, call the UCSD ACT Help Desk at (858) 534-1853.

The Sanford Consortium building is on the UCSD network and for UCSD users will function just like any other UCSD building. If you have moved from an institution other than UCSD, you will be on the UCSD IP space but will be able to access private IP space (storage servers, IP phones etc.) in your home institution.

For wireless use:

- UCSD users should continue to use the UCSD-PROTECTED network.
- Non-UCSD users should use UCSD-SCRM. To configure your computer for UCSD-SCRM, follow the instructions at <http://blink.ucsd.edu/go/wireless> for “Access for faculty, staff, and students: UCSD-PROTECTED” but substitute the “UCSD-SCRM” SSID. You must obtain a UCSD Active Directory username and password from your IT support person.
- Guests and visitors may use UCSD-GUEST, which has somewhat limited capabilities.

For wired and wireless use, your computer must be registered with the UCSD Hostmaster prior to your move. Your IT support will help with this process. If you are having difficulty you may contact Lee Soria ([sanfordIT@sanfordconsortium.org](mailto:sanfordIT@sanfordconsortium.org)), however, your internal IT department should be contacted first. General information on connecting computers to UCSD’s network is available at <http://blink.ucsd.edu/technology/network/connections/on-campus/index.html>.

UCSD departments who lack local computing support but need desktop support in the new location may work with ACMS’ Desktop Support at <http://desktop.ucsd.edu> to obtain recharge-based assistance.

### **III. FACILITIES**

#### **1. Keys/Access**

Office keys will only be issued upon request. Please make requests three days prior to the desired date of receipt. Building access is regulated by an electronic access control system. All residents of the building must have their access badge to gain access to the building. Badge requests can be sent to Monica Cowdrey. Please be aware there may be a cost incurred for key requests.

#### **2. Building Hours**

Everyone will be granted general access to the perimeter of the building. Vivarium access will need the appropriate approval before access is granted. General facility access is available from 6am to 6pm. As a security precaution building access outside of those hours will be granted through the lobby only.

### **3. Parking**

The Sanford Consortium has two parking lots referenced as East and West. Parking is available in the West Lot for UCSD employees working at the Sanford Consortium that have obtained an A,B, or S UCSD permit and must be used in conjunction with the Sanford Consortium permit. Both permits are to be obtained at the UCSD parking office.

All non-UCSD personnel are assigned to the East parking lot, please be sure to obtain your permit from Monica Cowdrey (mcowdrey@sanfordconsortium.org). Individuals that do not have a permit for either lot will be responsible for the mandatory parking charges (\$1.00/hr) that can be paid at the pay station at the base of the terrace stairs.

In accordance with Americans with Disabilities Act (ADA) twenty-one spaces are reserved for handicap parking in the east lot.

### **4. Breakrooms/Kitchens**

Please enjoy these areas that are designated for your use. Each kitchen is equipped with filtered water, a refrigerator, and a microwave. Please be sure to clean up after yourself out of respect for others. Every Wednesday the refrigerators will be cleaned out of open leftover food.

### **5. Café**

There is a café that is open to the public located on the second floor terrace. You can visit their website at <http://www.bellavistacaffe.com/>.

### **6. Loading Dock/Deliveries**

All packages/shipments should be delivered to the rear loading dock accessible off of North Torrey Pines Road. Johnnie Parks is currently in charge of the loading dock and can be reached at (858) 735-9745 or by email at [jparks@sanfordconsortium.org](mailto:jparks@sanfordconsortium.org). Please inform him ahead of time if you are expecting any packages that need special attention. Johnnie will deliver the packages to the labs. Usually Fedex and UPS packages will be delivered to the rear loading dock. Packages from USPS Will typically be delivered to the mail room (room 1316) located on the first floor. If the package does not fit into your associated mailbox, student workers will notify you of the package arrival for you to pick up in the mail room.

### **7. Smoking Policy**

The Consortium is a Non-Smoking Facility. There are no designated smoking areas.

### **8. Mail Services**

The centralized mailroom is on the 1<sup>st</sup> floor located just inside from the lobby. UCSD personnel may use the Desktop Shipping app to prepare and send FedEx. It will create a shipping label and charges the index number that you provided.  
<http://blink.ucsd.edu/facilities/services/mail/using/desktop-shipping.html>

Non UCSD personnel will need to call for a pick up and leave the package downstairs at the loading dock with Johnnie.

Domestic and Interoffice (within UCSD) mail can be sent and received through the mail room as well. There are separate mail boxes labeled 'outgoing interoffice mail' and outgoing stamped mail'. Please note that you may use an index number in place of a stamp, however, this must be placed in the 'outgoing interoffice mailbox'. UCSD mail services will then charge your index for the stamp and send out your mail.

## **9. Maintenance Requests**

Repairs, maintenance, and all work requests should be routed through the work order system, [www.sanfordworkrequests.com](http://www.sanfordworkrequests.com). Login information may be obtained from your lab manager or Monica ([mcowdrey@sanfordconsortium.org](mailto:mcowdrey@sanfordconsortium.org)). For any questions related to work order please contact Monica.

## **IV. ENVIRONMENTAL HEALTH AND SAFETY**

Reggie Long is the EH&S representative for the Sanford Consortium's Building. He can be contacted via email at [R3long@ucsd.edu](mailto:R3long@ucsd.edu) or by phone at (858) 822-1743. There are many great resources on <http://blink.ucsd.edu/sponsor/EHS/index.html> regarding environmental health and safety.

### **1. Waste**

Two biohazard barrels have been distributed to each lab where red bags are to be deposited. Please do not allow contents of the bin to hinder the lid from closing securely. Contents may be emptied in the biohazard closet in the facilities area. Should you need access to the facilities area please have your PI or lab manager send a request to Monica ([mcowdrey@sanfordconsortium.org](mailto:mcowdrey@sanfordconsortium.org)).

### **2. Lab Coats**

EH&S has issued a UCSD lab coat policy that will be followed at the Sanford Site. For questions about use of or how to obtain a lab coat please Contact Reggie Long ([R3long@ucsd.edu](mailto:R3long@ucsd.edu)) with EH&S.

### **3. Equipment Monitoring**

Equipment Monitoring – Limited Stand-By power is available for critical items such as incubators and sub-zero freezers. Tissue culture labs typically have stand-by power for incubators. The 2<sup>nd</sup> letter of the identification number on the electrical receptacle will have an "S" if it is connected to the generator. The LER is also equipped with a limited supply of Stand-By power for critical equipment. Stand-By power has an 8-10 delay in start-up. If your equipment relies on a digital signal a local point of use UPS



will be required. For information regarding this system please contact Wally Shand ([wshand@sanfordconsortium.org](mailto:wshand@sanfordconsortium.org)) with facilities.

## **V. BUILDING SERVICES/UTILITIES**

General core building services and utilities are as follows:

### **1. Glass Wash**

The 1<sup>st</sup> floor supports a large volume glass wash room which is staffed by UCSD glass wash services. To participate in this service please contact Dan Ronquillo ([dronquillo@ucsd.edu](mailto:dronquillo@ucsd.edu)). The LERs on the second, third, and fourth floors have a self-serve autoclave for small glassware needs. Please contact facilities if you need assistance operating the equipment.

### **2. “Freezer Farm”**

The 1<sup>st</sup> floor supports a large freezer farm. Each LER supports in-use freezer and equipment needs.

### **3. Ice Machines**

Ice Flaker Machines are located in each LER and are for common use. Dry Ice bins are located at the North end of each floor. The bins are replenished weekly on Mondays and Thursdays. Please contact Wally ([wshand@sanfordconsortium.org](mailto:wshand@sanfordconsortium.org)) or Johnnie ([jparks@sanfordconsortium.org](mailto:jparks@sanfordconsortium.org)) should you notice a bin is running low or is empty.

### **4. House Utilities**

CO<sub>2</sub>, Lab Vacuum and Lab Air are all piped to bulk house systems. Specialty gases will need to be ordered on an as needed basis by the labs.

### **5. DI water**

DI water is supplied at the lab sinks along with (1) point of use water polisher.

### **6. Defrost Freezers**

One -20 and one -180 freezer are available should you need a backup in the event of an emergency or should you need to defrost your unit. To schedule a freezer for use while defrosting please visit the Google calendar (<http://www.google.com/calendar>).

Username: [freezerdefrost@gmail.com](mailto:freezerdefrost@gmail.com)

Password: scrmpass

Please contact Johnnie should you need assistance with scheduling or moving your freezer to the facilities area to defrost.

### **7. Listserv**

The building maintains two listservs, one for science and one for non-science related announcements. To obtain access to either list please contact Lee ([sanfordit@sanfordconsortium.org](mailto:sanfordit@sanfordconsortium.org)) or Monica ([mcowdrey@sanfordconsortium.org](mailto:mcowdrey@sanfordconsortium.org)).

## **VI. EMERGENCY & EVACUATION PROCEDURES**

An Emergency Evacuation Plan can be found on the Sanford Consortium Intranet page ([sanfordconsortiumintranet.com](http://sanfordconsortiumintranet.com)). It is located under the EH&S General Information Section.

We hope you find this information useful. Should you have any questions or concerns regarding the building please do not hesitate to all Facilities at (858) 246-1077/1076.