



# WELCOME PACKET

Facilities: (858) 246-1077 or 1076

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 or 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 Sara Torkzadeh ([s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@sanfordconsortium.org)). Then visit the Sanford Consortium front desk located in the first floor lobby between the hours of 8:00am and 4:00pm 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 a UCSD member or Non-UCSD member please coordinate a time with Sara Torkzadeh at [s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@sanfordconsortium.org) to obtain a proper Sanford 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) or call (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 Sara Torkzadeh ([s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@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 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. Cal IT ([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/index.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 Sara Torkzadeh ([s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@sanfordconsortium.org)).

## 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:

- 1st Floor: (858) 246-1489
- 2nd Floor: (858) 246-1575
- 3rd Floor: (858) 246-1579
- 4th 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 help desk 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 <https://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 <https://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 <https://desktop.ucsd.edu> to obtain recharge-based assistance.

##### **Cyber Security - Computer Requirements:**

All labs at SCRM are required to enroll lab members in the **UCSD Cybersecurity Certification for Research (CCR) program**: UC San Diego’s Office of Information Assurance instituted the Cybersecurity Certification for Research (CCR) process in 2020 to help secure research assets. Self-certification will be **required** on an every 3-year basis. <https://blink.ucsd.edu/technology/security/certification/index.html>

All Lab computers are required to install the ‘campus-provided anti-malware and vulnerability identification software’ located here: <https://blink.ucsd.edu/technology/security/certification/baseline.html#Use-campus-anti-malware-and-vul>

For Apple operating systems, please update regularly by allowing automated operating system updates/upgrades. Campus Antivirus should still be installed. Please update to the latest Apple Operating System your hardware will allow. Back up your computer regularly.

- All Lab PC’s running Windows are required to run Windows 10 or higher.
- Windows 7, Vista, and XP are no longer supported, and are not allowed on the network.
- Please turn off Windows Remote Desktop, unless required by your Institution’s IT Department. Please restrict access by IP.

**Minimum Operating System Requirements:** <https://resnet.ucsd.edu/general/requirements.html#Windows>

**Minimum Network Security Standards** <https://blink.ucsd.edu/technology/security/policies/standards.html>

### **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 Sara Torkzadeh. 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 6:00am to 6:00pm. 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 a A or B UCSD permit and must be used in conjunction with the Sanford Consortium permit. Both A or B permits are to be obtained at the UCSD parking office. If you are an Undergraduate or CIRM Intern, you must park in the Glider-port Dirt Lot adjacent from the West Lot with either a A, B, S or D UCSD permit or can also use the Park Mobile App for non-permit holders.

All non-UCSD personnel are assigned to the East parking lot, please be sure to obtain your permit from Sara Torkzadeh ([s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@sanfordconsortium.org)). Individuals that do not have a permit for either lot will be responsible for the mandatory parking charges (\$4.20/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**

Most packages/ shipments (FedEx, UPS, Oracle Procurement, etc.) will be delivered to the rear loading dock accessible off of North Torrey Pines Road between the hours of 6:00am and 3:00pm. These packages will be delivered to the designated labs based off the shipping label. Please ensure that your contact and delivery information is correct upon purchasing any shipments.

For any questions about deliveries please contact Johnnie Parks at (858) 822-6788 or at [jparks@sanfordconsortium.org](mailto:jparks@sanfordconsortium.org) or Sara Torkzadeh at [s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@sanfordconsortium.org). Please inform ahead of time if you are expecting any packages that need special attention, or if you would like to schedule a FedEx pick up. All outgoing packages need to be in the loading dock by 2:30pm for a 3:00pm pick up. Parcels from USPS will typically be delivered to the mail room (room 1316) located on the first floor.

## **7. Smoking Policy**

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

## **8. Mail Services**

The centralized mail-room 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>

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. For any questions related to work order please contact Johnnie Parks at [jparks@sanfordconsortium.org](mailto:jparks@sanfordconsortium.org).

## **10. Lactation Room**

A designated lactation room has been established for nursing mothers' privacy and comfort. The lactation facility is located in a room within the first floor Lobby women's restroom. The room is equipped with a lounge chair, a small table, and day use lockers. There is also a mini fridge for day use and storage. Please sign up for use of the lactation room using the yahoo calendar:

<https://login.yahoo.com/?src=yc&done=http%3A%2F%2Fcalendar.yahoo.com%2F>

User name: [scrmlactationroom@yahoo.com](mailto:scrmlactationroom@yahoo.com)

Password: 2880Sanford



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

Rachel Reed is the EH&S representative for the Sanford Consortium's Building. She can be contacted via email at [r3reed@ucsd.edu](mailto:r3reed@ucsd.edu) or by phone at 858-583-3286. There are many great resources on <http://blink.ucsd.edu/sponsor/EHS/index.html> regarding environmental health and safety.

### **1. Waste**

Two bio-hazard barrels have been distributed to each lab where red bags are to be deposited. Labs are responsible for purchasing the red bags via their home institution. Please do not allow contents of the bin to hinder the lid from closing securely. Contents may be emptied in the bio-hazard closet in the facilities area. Should you need access to the facilities area please have your PI or lab manager send a request to Sara ([s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@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 Rachel Reed: ([r3reed@ucsd.edu](mailto:r3reed@ucsd.edu)) with EH&S.

### **3. Equipment Monitoring**

Equipment Monitoring – Limited Stand-By 8 power is available for critical items such as incubators and sub-zero freezers. Tissue culture labs typically have stand-by power for incubators. The 2nd 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 George Dalrymple ([gdalrymple@health.ucsd.edu](mailto:gdalrymple@health.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 1st 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, and in room B034 in the basement. 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

Co2 , 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 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 arrange a time with Johnnie Parks if you plan to move freezers.

## 7. List Serves

The building maintains two listserves, one for science and one for non-science related announcements. To obtain access to either list please contact (see below)

Lee Soria: [sanfordit@sanfordconsortium.org](mailto:sanfordit@sanfordconsortium.org) or

Sara Torkzadeh: [s.torkzadeh@sanfordconsortium.org](mailto:s.torkzadeh@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 call Facilities at (858) 246-1077 or 1076.