

Lin Lab New Member Checklist

Welcome new member! Please check the following items to settle down at Linlab.

The to-do list contains 3 main topics:

1. Safety Trainings
2. Administration
3. Chemical Inventory and Standard Operating Procedures
(required for those working with chemicals)

This checklist doesn't include information about visa issues, Cal1 ID card, bMail account, social security number (SSN) and tax report, please directly contact your administrative offices, e.g., ERSO and ME department office.

1. When you get your Cal ID, sync your information to our databases

Contact _____ Peggy Tsao _____ with

(a) your name as it appears in the CalNet Directory and

(b) your preferred email address to be added to the

1. Liwei Lin group at LHAT
2. The EH&S L@B roster list
3. The Linlab email lists

Linlab Contacts:

Peggy Tsao: pctsao@berkeley.edu

*Try your best to complete this checklist in **the first two weeks**. Bring the checklist (electronic or printed) to your in-person safety training (see check item #3 in the Safety section of this document)*

1. Safety Trainings

There are 6 total safety trainings you need to complete. You should have access to these trainings once your request to sync your information with our databases is complete.

There are 5 virtual trainings, in addition to the in-person Chemical Hygiene Training:

- 1) **EHS 101: Lab Safety Fundamentals** (~3–5 hrs. long)
- 2) **EHS 105: Hazardous Waste Program (HWP)** (~15 min long)
- 3) **EHS 106: Spill Response** (~15 min long)
- 4) **EHS 207: Guidelines on Protecting Workers from COVID-19** (~15 min)
- 5) **EHS 502: Workplace Safety Program** (~30 min long)
- 6) **Chemical Hygiene Training** (~30 min in person)

1. Finish EH&S 101, 105, 106, 207 and 502 on-line training

- Access the Linlab roster: <https://iwas.ehs.berkeley.edu/lab/roster/list>.
- This list allows you to see which safety training not taken.
- To take the EHS courses, hover over the training titles in the first row. A small yellow box will appear with a hyperlink to the training. *Make sure you take a screenshot of the completion*, in case you need it.
- When you complete the training, go back to roster and check that the entry under your name has been updated. Sometimes, this can take up to a day or two to update on the system.

2. Complete LHAT and get PPE

Go to <https://ehs.ucop.edu/lhat>, select “University of California, Berkeley” and then sign in with your Cal1 ID / passphrase;

- Go to “Manage Profile”; MAKE SURE your @berkeley.edu email address is added and selected as “preferred”;
- Complete the training: certify Hazard Assessment and complete the training. When you do, you should have access to a PPE voucher
- Get your PPE: Print the PPE voucher and sign up for a PPE fitting appointment at calppe.simplybook.me

3. Learn about the Chemical Hygiene Plan (CHP)

- Contact Peggy Tsao to schedule an in-person training and learn about Linlab-specific safety procedures
- Bring this checklist (printed or electronic) to the in-person training
- When you are finished, **sign the CHP training document.**

2. Administration

The following check list items are for basic administrative items. Not all may apply to you.

- 1. **Get your building access for Etcheverry Hall and the lab (1113 Etch)**
 - Fill out the [corresponding forms](#);
 - Submit payment to the Financial Office in 6195 Etcheverry Hall;
 - Obtain key from the Project Manager Reggie Madison.

- 2. **Optional - Register yourself at BSAC**
 - Go to <http://www-bsac.eecs.berkeley.edu/>;
 - Click [New Researcher BSAC Registration](#) for the [BSAC New Appointment Form](#)
 - You will be contacted with information regarding accepting the terms of the non- disclosure agreement and a login account.

- 3. **Optional - Get lab storage space**
 - Every graduate student, visiting student, visiting scholar, and post-doc has the option to have a lab storage bin.
 - To get your bin, contact Peggy Tsao

- 4. **Optional - Get access for Sutardja Dai Hall and offices (e.g., Rm 621 & Rm 668)**
 - Go to <http://citris-uc.org/facilities/building-access-request-form/>, fill the request form;
 - Pick up the metal key of Room 668 if you requested from the reception desk at the 3rd floor of Sutardja Dai Hall;
 - It may take 1~3 days for processing by building administrative before they respond to email.

- 5. **Arrange your desk**
 - Per our policy, only PhD students and post-docs have assigned desk spaces. The public desks are shared by the visiting students, scholars, masters, and undergraduate students in our lab.
 - Contact Peggy Tsao to get your assigned desk space.

3. Chemical Inventory and Standard Operating Procedures (required for those working with chemicals)

The following check list items depend on the research you are doing. Please read through carefully

❑ 1. Understand the Chemical Inventory System

- o New chemicals that you bring into the Linlab are logged using the google form
 - [Enter your new chemicals into the chemical inventory form](#)
 - o The form auto-propagates to a google spreadsheet
 - [Check what chemicals are in the inventory](#)
- o To buy new chemicals, please contact Peisheng He (hopsonhe@berkeley.edu) to provide the detailed requirements

❑ 2. Read and sign any standard operating procedures (SOPs) for your chemicals

- Certain chemicals have specific associated hazards. For these chemicals, you have to *read and sign* the associated SOP.
- There are two ways to check if your chemical has an SOP:
 - a. google your chemical's [hazard statements](#) (you can usually find this under safety and documentation on Sigma-Aldrich) and see if they correspond to any of the ones in the attached SOP cheat sheet. If so, read sign that SOP before using the chemical.
 - b. check the very last page of the SOP, which has a list of the chemicals in our inventory that fall in that category. This list, however, is only as good as our chemical inventory is. If your chemical is there, read and sign that SOP before using the chemical.

SOP category	GHS codes	Examples in our lab
Regulated Carcinogens	H350 H351	Tetrahydrofuran, Hydrazine monohydrate, 2-methylimidazole, Carbon Nanotubes
Flammables	H225 H226 H227 H228 H220	Acetone, Acetonitrile, Ferrocene, compressed H ₂
Strong Oxidizers	H271 H272	Zinc Nitrate Hexahydrate, Lithium Perchlorate
O ₂ ²⁻ Forming Chemicals	PFC	Benzyl ether, Acrylic acid, 2-Methoxyethanol
Reproductive Toxins	H360 H361 H340 H341	2-methylimidazole, Chromium(IV) Oxide, Tin (III) chloride dihydrate
H ₂ O Reactive	H260	Sodium Borohydride, Lithium
Acutely Toxic	H300 H301 H330 H331 H370 H372 H310 H311 H304	Chloroform, Formic acid, Hydrochloric acid, Lithium hexafluorophosphate, pyrrole
Strong Acids/Bases	STRA STRB	Sulfuric acid, Potassium hydroxide, hydrochloric acid