CNSI Microfluidics Lab Orientation Handout

Emergency contact information
Lab room number – 3430 Elings (west wing of the 3rd floor), Phone: 805-893-7186
In case of emergency call 9-911 (from the lab phone) or 893-3446 (cell phones)

Computers and phones: the cell phone reception in the lab is awful. Decent signals are usually available by the window in the corridor outside the lab.

- Website: microfluidics.cnsi.ucsb.edu
- Computer login: mflab user, Password: Elings 3430
- Wireless password: smallparts

Accessing the Lab: after completing the lab orientation you can access the lab using your campus ID card. The recharge rate for the lab is $11/hr. for academic users.

- To have your card approved for Elings Hall and the Microfluidics Lab apply on-line at: http://access.cnsi.ucsb.edu/Forms/form.php
- Your application will approved once you send billing information (account number and department administering the account) to microfluidics@cnsi.ucsb.edu.
- Remember to swipe your card on the way out of the lab – this is important for recharging use.

Personal Protective Equipment

1. Safety glasses are required at all times, and lab coats are REQUIRED when working with chemicals in the lab.
2. Safety glasses are available in a bin by the entrance door, on the shelf opposite the door, and on the wire rack to the left of the door.
3. Lab coats on the racks by the fume hoods are for general use. If you want to store a personal lab coat in the lab please use the bins on the wire rack to the left of the door.

General Laboratory Guidelines

4. Sharp waste (glass, razor blades, needles, etc.) MAY NOT be placed in the trash. Glass must be placed in a special container for broken glass. Needles and blades must be placed in approved red plastic sharps containers.
5. Don’t eat or drink in the lab.
6. Safety showers and eyewash stations are next door in 3434 Elings Eyewash nozzles are also by the lab sink by the entrance door. If you need to use them do not worry about the mess!
7. Understand the hazards associated with your work in the lab, and don’t work until you have all of the necessary training and safety equipment.
8. Treat the equipment in the lab and the property of other lab users with respect.
9. Do not take tools, lab supplies or consumables from the lab.
10. Clean up after yourself.
11. Undergraduates: E-mail me and your adviser when you’re planning to work in the lab (this is just for information – you don’t need to wait for a reply). Undergraduates are limited to 8-5, M-F - exceptions are possible, contact microfluidics@cnsi.ucsb.edu.
12. Information about the safe operation of the lab’s tools are on the web page. Training classes are required for the laser, sign cutter and CNC drill, and are available for all of the other tools and instruments. E-mail microfluidics@cnsi.ucsb.edu to schedule a class.
13. Problems or questions: e-mail microfluidics@cnsi.ucsb.edu
14. Please acknowledge the CNSI Microfluidics Lab in research posters and papers. The authors acknowledge the use of the Microfluidics Laboratory within the California NanoSystems Institute, supported by the University of California, Santa Barbara and the University of California, Office of the President.

Chemicals in the Lab

15. The lab’s chemical hygiene plan is in the notebook bin by the entrance door, and on the lab web page.
16. Only chemicals on the list of approved chemicals may be used in the lab: (http://microfluidics.cnsi.ucsb.edu/approved_chemicals.html)
17. Read appropriate SOPs before working with chemicals in the lab. New processes using chemicals must have an approved SOP before work can begin.
18. Solvents squirt bottles are stored in the hoods. Bottles to refill them are stored under the hoods.
19. Solvent waste bottles are under the hoods. They must be marked with waste labels. Extra bottles and labels are in the right-hand cabinet under the hood closest to the door.
20. Never dump waste chemicals in the drain – dispose in chemical waste with complete EH&S labels in the grey waste bin in the lab.
21. Never evaporate chemical waste – dispose of waste in labeled bottles (stored under the fume hood).
22. All chemicals and samples must be labeled with name and date. Never leave unmarked containers in the lab.
23. Do not to store incompatible chemicals together – the list of approved chemicals on the lab web page includes storage locations.
24. Chemicals must be stored in marked chemical storage areas (not in drawers or group storage bins)

LHAT: Most users get safety glasses, lab coats and other personal protective equipment, PPE, through their home laboratories, and are not registered on LHAT through the Microfluidics Lab. If you do not have PPE already please let Microfluidics Lab staff know and we will sign you up.