Making reservations in the CNSI Microfluidics Lab and Innovation Workshop

Notes:
1. All lab users must reserve the lab for the time that they will be in the room – even if you are only entering for a short amount of time.

Microfluidics Lab
2. In the Microfluidics Lab users must reserve the room for the time that they will be in the lab, AND reserve the tool(s) that they will be using. Yes, two reservations.
3. The lab is divided into 3 zones: A,B & C, corresponding to the three aisles in the lab. Reserve the zone where you will be working. (Zone map below)
4. All of the PDMS tools are grouped together to simplify the reservations.
5. If you are reserving the Objet printer – reserve it for the total time of the run – not the time that you will be in the lab.

Innovation Workshop:
5. Users in the IW must reserve the room, but the 3D printers are the only tools that must be reserved.
6. Enter and exit through 2448 – the door in 2442 should only be used as an emergency exit.
7. The Workshop is divided into three zones: 2448-A, 2448-B and 2442-C, corresponding to the three aisles in the lab. Reserve the zone where you will be working. (Zone map below).

3D Printers:
1. Before entering the lab reserve the printer for the estimated print time.
2. After preparing the print job adjust the reservation end time based on the calculated run time.
3. Enter the print consumable use in the section titled “Consumables for this Reservation”
4. Note: the FBS reservation takes the place of the Google Form and paper logs.
Using FBS – Logging in

• Log in to FBS
  https://ucsb.fbs.io

• Contact me if you have login problems:
  bothman@ucsb.edu
Select the room where you will be working
Navigate to the reservation page

1. Select the **USER** tab
2. Select the **ACTIVITY** Dashboard
Choose the schedule for the zone in the lab where you will be working:
Microfluidics: 3430-A, 3430-B or 3430-C
Innovation Workshop: 2448-A, 2448-B, 2442-C
FBS - Select the date

How to Create a Reservation
- Click on Day to use Schedule View.
- Click on Existing Reservation to View or Modify.
- Control-Click on Day to Create New Reservation.

Note: you can switch to another lab here

Double Click on the day that you want to work
FBS - Select the start time

Double Click on the start time
FBS - Make the Reservation

- Set the work time that you want to reserve
- Make sure that you are making the reservation for yourself
- Note the tools that you will be using
- Save the reservation
FBS – Add/Change/Cancel Reservations

- Open the Calendar
- Open the reservation
- Delete it
Reserving Rooms & Tools
Reserving 3D Printers

1. Before entering the lab reserve the printer for the estimated print time.
2. After preparing the print job adjust the reservation end time based on the calculated run time.
3. Enter the print consumable use in the section titled “Consumables for this Reservation”
4. Note: the FBS reservation takes the place of the Google Form and paper logs.
Innovation Workshop Zone Layout
Microfluidics Lab Zone Layout

Key tools in each zone are listed below.

Zones:
A. Silane vapor deposition, device assembly, ultrasonic cleaner, sink, kneeboard.
B. Laser welder, assembly bench, Songplo, CDF.

Tools without zones:
Resin curing oven, Object, miscellaneous tools on south wall. Users are not at the safe working distance as needed.

Notes:
1. The ozone cleaner has been moved to the fume hood behind the O2 Kjeksy mixer in zone A.
2. The laser cutter has been moved next to the Haas mill in zone C.

Ellings 3430 - Microfluidics Lab - Work Zones

CNSI Microfluidics Lab COVID-19 Phase 4 Work Zone Map R1

Dave Bothman - 23 Feb. 2021