

Protocol to open a new research laboratory in Cluster 4:

1. Building and Building Access Plan must have been cleared for opening via Building Cluster, OR, EHS and FM (contact Segalman/Chabinye/Pollock for help coordinating)
2. PI or Facility must prepare a individual Laboratory Standard Operating Procedure using this Google Form: https://docs.google.com/forms/d/e/1FAIpQLScAUTDmAi6767SR_mVyW8Cds6ADidEJotBnHR4kqxUucxg5Lg/viewform?usp=sf_link
*Useful resources in filling out SOP: <https://engineering.ucsb.edu/information-research-ramp>
3. Send email to Cynthia Rojo (crojo@ucsb.edu) to generate the Word Document version of SOP and building committee/dept chair to flag that a new SOP has been submitted.
4. Each Researcher must fill out a laboratory entry attestation to be retained by building committee: <https://ucsb.box.com/s/ej4al0ienq4gcrkfkvezh91imqvw67oa>
5. Building Committee and Department Chair approve the SOP on the spreadsheet here: <https://docs.google.com/spreadsheets/d/1euPHfUxf24DqZRtIFVAn9t3UH4Zaqy9T55QtycU2NQs/edit?usp=sharing>
6. Building Committee emails Alex Moretto to approve SOP (he already has access to the spreadsheet, but may need to be reminded of link): amoretto@ucsb.edu
7. Useful resources for Building Committees with links to all pre-approved SOPs, policy documents, and keys to all of the mailing lists: <https://engineering.ucsb.edu/information-coe-building-committees>