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| Question | Dept | Answer |
| Why do the Regents only meet at UCSF? | Police | While most of the meetings are held at UCSF, at least one of the meetings is held at a different location/campus on an annual basis. The Regents prefer the UCSF Mission Bay due to ease of travel into and out of SF. UCSF PD coordinates and provides security detail and VIP protection desired by the Regents. |
| What job title series is the best fit for staff scientists/lab managers. Which job series has the best benefits? | HR | The appropriate job series and title code is based on the duties to be performed, as written in your job description. There are differences based on whether the work is performed in a hospital, clinical or research setting and there are also differences in the type of work performed human subject or animal for example, as well as the scope of supervisory responsibilities. The appropriate title code may be covered by a collective bargaining agreement or be policy covered.. If you have questions about your classification please have a discussion with your supervisor about your concerns. You can find more information on the [UC Net website](http://ucnet.universityofcalifornia.edu/system_series/index.html) as well as the UCSF HR website ([Career Tracks](https://srs.ucsf.edu/careertrackscampus/) and <https://srs.ucsf.edu/hr.php?audience=staff&KB=8&org=hr>).  UC offers three benefits packages — Full, Mid-level and Core. Your eligibility for a particular package depends on the type of job you have, the percentage of time you work and the length of your appointment. Read more about your benefits eligibility and options on [UC Net](http://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/index.html). |
| What changes can we expect with the outsourcing of IT? | IT |  |
| What changes can we expect with the new chemical inventory program and how do we share this information with lab members? | EHS | The new chemical inventory program has numerous advantages over RIO including:   * Barcode capability * Ability to track and update inventory using a mobile app and desktop software. * Ability to track the exact location of chemical by storage cabinet or shelf. * Provides more detailed information about a chemical including chemical and physical properties, GHS codes, and structural information. * The ability to track open/expiration dates of certain time sensitive chemicals such as peroxide formers. * Laboratories have the option to share chemicals with other labs and keep track of borrowed containers. * Ability to upload inventory from an excel spreadsheet. * Future integration with WASTe and Bearbuy.   To facilitate the transition, EH&S will provide in-person training to your laboratory and help barcode and upload your inventory into the new system. |
| Why are packages now sometimes randomly being delivered to our mailroom? | Logistics | *It depends on the package size, and how Logistics received it. Packages received as USPS Mail, and larger than 1” (ex: a catalog 8.5” x 11 x* ***1.1****” thick) are transferred to the “Last Mile” program processing stations, and would be delivered to your office, as opposed to your Mailstop- for signature capture. If a package is FedEx, UPS, or Preferred Vendor it will be automatically processed via “Last Mile” and delivered to your office. Please feel free to reach out to us at* [*Logistics@ucsf.edu*](mailto:Logistics@ucsf.edu) *with any questions you may have.* |
| How can we have card key access for academic visitors staying just a few weeks, -people who don't qualify for a UCSF ID badge (e.g. someone from overseas, on a visa, observing or consulting who can't be considered a "volunteer" or a "visiting scholar." | Police/HR | Police: If you are a contractor, vendor or volunteer who is not paid through UCSF’s payroll, you must supply required information to the UCSF department that hired you. They will inform you when you can obtain your UCSF ID card. This is a department responsible to determine access. An ID can be issued to anyone that a department specifies.  HR: To request door access for these types of “affiliates”, first you must complete the Affiliate Form (attached) so HR can create the Employee ID number (EID). If choosing “Employee of Affiliated Organization”, you only need to complete the form and forward via SRS. This form requires the signature of the affiliate or “employee”. Funding information must be provided in the SRS ticket so the affiliate can be issued an UCSF ID Badge. Once the EID is created, another SRS ticket must be created in order to request door access from the specific “door authorizers”. |
| Why can’t old chemical inventory data be transferred to the "new chemical inventory system.” So much time was spent putting in data for the old system and now it appears that effort will have to be repeated. | EHS | The data can be transferred, but depending on how accurate your current inventory in RIO is and the number of chemicals you have in your laboratory, it might make more sense to start from scratch. EH&S will be assisting with this effort. |
| What are the UCSF hiring policies for volunteers? Also, I would like to know more about UCSF retirement, pension and medical benefits. | HR | Guidelines for hiring volunteers may be found on UCSF’s Risk Management and Insurance Services website: <http://rmis.ucsf.edu/volunteer-guidelines>. The campus volunteer packet (attached) requires completion of Volunteer Duties and Responsibilities Form as well as Waiver of Liability, Assumption of Risk, and Indemnity Agreement. The completed forms should be attached to an SRS ticket. Door access may then also be requested via an SRS ticket after the EID has been created.  If you are unsure about the type of appointment to be used– volunteer, intern, student, contractor, for example, please contact the HR generalist supporting your department by searching the Find My HR Representative here: <https://hr.ucsf.edu/hr.php?function=hrrep>. More information on staff affiliate codes may also be found on the attached list.  For information regarding health plans and retirement benefits, please visit UC Net: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>  If you have specific questions, please reach out to your [HR Generalist](https://hr.ucsf.edu/hr.php?function=hrrep) or [benefits@ucsf.edu](mailto:benefits@ucsf.edu). |
| UCSF has a sharing program in which labs can exchange useful items their labs don't use. I think it would be nice to have a web page where you can see what is available in case you need an extra beaker or a lab gets decommissioned and has many things to get rid of. | FS/Sustainability | We think this is a great idea! As no web page currently exists, most items are given away/exchanged between labs through email notifications on the lab managers’ list serv. The committee will discuss the logistics of developing this webpage and which group or groups will share the responsibility of managing it. Till then, please continue to use the listserv as a resource. |
| LARC said that cage-changing every 3 weeks was on a trial period. It’s not working. Will we go back to a more frequent schedule? | LARC/IACUC | **Information on 3 week Cage Change for Ventilated Mouse Cages**    •         LARC veterinarians conducted a controlled study evaluating micro-environmental conditions of a three week change interval compared to the two week interval.  •         Results of this study indicated no significant difference in micro-environmental parameters (Ammonia, CO2, Temperature, Humidity) between the two and three week cage intervals and no adverse health effects were noted.  •         Several institutions have conducted similar studies and have switched to a 3 week or longer cage change interval.  •         LARC  has instituted a three week change out in all vivariums using lab product cages. Many rooms have been on a three week cycle for over a year and we have had no reports of adverse effects.  •         Only cages without pups are affected by this change.  Cages with pups continue to be changed on a two week cycle.  •         LARC continues to perform daily checks on all cages and spot change cages as needed.      **Benefits of a 3 Week Cage Change**    •         Reduced animal stress:  “Multiple studies have demonstrated a correlation between cage change and physiologic stress responses in rodents. … Cage change most often takes place during the light phase of the light:dark cycle, at a time when mice are less active or resting. After cage transfer, the new clean cage microenvironment no longer contains the urine scent markers or pheromones mice use for social identification and hierarchical perception. Male mice respond with increased activity levels and fighting and breeding mice have been reported to have increased pup mortality and a higher incidence of cannibalism after cage change.” (Rasmussen et al. J Am Assoc Lab Anim Sci. 2011 Jul; 50(4): 479–483.)  •         Reduced Costs:  Unnecessary cage changes result in increased costs to researchers for supplies and staffing. This change will result in slowing the rate of increase for per-diems over the next several years.    •         Reduced Allergens:  EHS measure allergen levels in a room with cages changed on a three week change interval versus a two week change interval. There was significantly less allergen exposure for cages changed at three weeks compared to those changed at two weeks.    •         Less Crowded Animal Rooms:  Less frequent cage change results in less time for husbandry staff occupying the hood at cage change. This provides investigators more access to use the cage change stations for their work.      If you have any questions or concerns about the three week cage change, please contact Dr. Krista Lindstrom from LARC to discuss. |
| How is UCSF going to accommodate labs without the CCF? The Thermo Fisher Supply Centers don't offer nearly the same selection as the CCF retail department. If everything must be purchased through BearBuy, I think the maximum order total ($500) that doesn't require additional approval should be increased in order to expedite orders. | RRP/CCF/SCM | Although the CCF Resale counters that purchase and resell supplies and reagents are closing, the CCF Tissue Culture Unit and CCF Media Production Unit (which makes CCF brand media) are both remaining open. You can support the CCF Media Production Unit by purchasing CCF brand media rather than using external vendors (<http://rrp.ucsf.edu/mediaproduction>). |
| Can we get towels washed, in addition to our lab coats? We have a lot of -80 and -20°C freezers, which can drip on the floor, and really get things wet when they are periodically defrosted. We haven't found a good mop solution (no space for a wringer, plus the heads get gross quickly), so we've been using towels (which dry easily), but would like to get them washed rather than throwing them out when they're really dirty. We've heard of people "borrowing" towels from the gym, then returning them when they're dirty - not a practice we want to copy!  How do others handle mopping up water on the floor? | EHS | No. All EH&S activities are mandated by local, state and federal regulations. PPE laundry program is mandated by Cal/OSHA to provide the proper care and maintain the PPE. Towels are not personal protective equipment.  Absorbent paper is the best way to take care of the dripping water. Please do not use gym towels for this purpose. |
| My lab utilizes the police dept to contact staff if a freezer goes out of temperature range. Over time we’ve had staff changes, but it’s been a hassle going back and forth with them and the lock shop to update the phone tree. Which department is responsible for updating the phone tree? | FS/PD | I checked in with one of our senior dispatchers and he indicated that this was primarily a Lock Shop responsibility, but that Dispatch has on occasion helped out. There’s been some changes in lock shop and FS and PD will continue to work out any issues. |
| Could you provide an update on the email migration? | IT |  |
| Could you provide information about the Beautiful Space Program | FS |  |
| Please elaborate on the new FS Building Contact Program | FS |  |
| Could you provide information on earthquake bracing? | FS/PD | The Mission Continuity Program has some funding for Phase II of lab equipment bracing. Still determining how the funding will be awarded. Most likely do a cost sharing model with the lab (i.e., up to $1000). Information will be posted to the lab managers list serv. |
| What are the available programs to purchase ergonomic equipment/supplies for the lab? | EHS/SCM | UCSF is in the process of onboarding a new furniture vendor to provide lab furniture. EH&S has planned to partner with Supply Chain to create an ergonomics lab products list as soon as resources are available. Our goal is to do this in the summer when we have a specialist on board. Departments will be able to use this list as a purchase guide.  Rebate programs for pipettes will continue next fiscal year while funds are available. |

Other announcements:

**LARC**

There is a List-serv (UCSF Mousers) for animal researchers:  To join the listserv, please send an email with "subscribe UCSF-Mousers" in the body of the email to [LISTSERV@LISTSRV.UCSF.EDU](mailto:LISTSERV@LISTSRV.UCSF.EDU)

There is a LARC/IACUC introduction to rodent surgery class, which meets for about two hours on Wed-Thurs-Friday of the first week of every month. It is free, and currently is not a required training.