**Q&A from Lab Manager Luncheon June 13, 2018**

**Panelists:** EH&S: Mark Freiberg

Logistics: Anthony Meno

RRP: Rochelle Kelley

ITS: Erica DeMarco

Facilities (FM): Adam Schnirel

LARC/IACUC: Larry Carbone

HR (Academic): Amy Carter

HR (Staff): Ellen Loyd

Sustainability: Lyandra Dias

SCM: Paul Mulligan

* **I’m in charge of setting up videoconferences.  What is currently supported at UCSF and what is the preferred platform?**
* **Can you provide an update on chemical inventory— should I still be using RIO or is the new Chemicals app up and running?**
* **How do I hire/bring a volunteer into my lab?  What paperwork is required by HR? EH&S? Are there any special considerations/paperwork if the volunteer is a minor?**
* **The low value purchasing authorization limit was recently raised from 5-10K.  What was the rationale and what does this mean for lab managers responsible for placing orders?**
* **Can you tell us what to expect with LARC site visit?**
* **Can you explain the last mile campaign for deliveries?’**
* **Since the closure of CCF, what are the options for same day purchases?**
* **Can you explain the other services available through RRP?**
* **Why did we switch to two-factor authentication?**
* **What is UCSF Facilities/Emergency Preparedness Office doing to address the issue of EQ bracing noncompliance in the labs on campus? Is there funding being made available? How do you plan to achieve compliance?**
* **Is there a long term UCSF Facilities plan to provide temperature monitoring solutions for -80’s and LN2 storage, especially in regards to the high start up cost with the current system? Will we be using a different system in 5 years? Should I plan to find my own monitoring solution?**
* **What’s the quickest way to hire/classify part-time Laboratory Assistants from local Community Colleges? Is there any sort of program similar to work study option?**
* **What is the lab incentive program?**
* **What is IT's recommendation for backing up computers? Can you outline the requirements for both UCSF owned devices and personal hardware?**
* **Could you tell us more about the new instant freezer rebate for ULTs?**

**I’m in charge of setting up videoconferences.  What is currently supported at UCSF and what is the preferred platform?**

IT: Zoom is the one we recommend, but we still support webex

**Can you provide an update on chemical inventory— should I still be using RIO or is the new Chemicals app up and running?**

EH&S: EH&S has engaged the UCSF Program Management Office and is hiring interns to allow EH&S-directed interns to come to each lab to deploy the new "UC Chemicals" inventory software and container tags. Research groups will not be asked to do this work themselves, and those labs who fully or partially deployed the software as early adopters will receive full support to ensure they have the very latest software and container labels. This work will be done on a prioritized basis, with high chemical use labs going first. The entire deployment is expected to take two years to rollout across all UCSF work areas where chemicals are used. In the interim, lab groups should continue to use and maintain the chemical inventory system they are currently using, which in most cases is RIO-based.

**How do I hire/bring a volunteer into my lab?  What paperwork is required by HR? EH&S? Are there any special considerations/paperwork if the volunteer is a minor?**

HR: Guidelines for hiring volunteers and the packet to be completed may be found on UCSF’s Risk Management and Insurance Services website: [Volunteer Guidelines](http://rmis.ucsf.edu/volunteer-guidelines). The campus volunteer packet requires completion of Volunteer Duties and Responsibilities Form as well as Waiver of Liability, Assumption of Risk, and Indemnity Agreement. The completed forms are to be attached to an SRS ticket as well as the completed Affiliate Form (attached) which is signed by the volunteer and is used to create an EID for the volunteer. Door access may then also be requested via 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: [Find My HR Rep](https://hr.ucsf.edu/hr.php?function=hrrep) . More information on staff affiliate codes may also be found on the attached list.

Minors aged **14-18** are allowed in the lab only under certain controlled conditions, such as part of an organized program and under direct supervision of a qualified adult designated for this responsibility. Please review the Office of Research/EH&S policy for additional details. ([EH&S Minors in Laboratory Policy](https://ucsf.app.box.com/s/xtp4hcdny7iuutujgpkfg3ojo4r51s5r)).

Minors under age 14 are permitted in laboratory settings only as part of an approved, supervised tour. Generally, minors should only be placed as volunteers if they are part of an organized program, such as the UCSF Science & Health Partnership (SHEP), which ensures all participants (minors, mentors, and parents) are part of a preplanned, structured, and carefully managed program.

Please ask your HR generalist ([Find My HR Rep](https://srs.ucsf.edu/hr.php?function=hrrep)) if you have additional questions. Risk Management & Insurance Services (415/476-2498) may also assist in evaluating and minimizing risks in placing volunteers.

EH&S: A volunteer that is 18 years of age or older is considered as an adult. Volunteer must complete all the necessary Safety Training and be added to the appropriate Use Authorizations and Laboratory Hazard Assessment Tool (LHAT).

If the volunteer is a minor, here is a list of necessary steps to take beforehand:

1- Inform your Department Safety Advisor (DSA) regarding the minor’s pending arrival

2- Schedule a “Laboratory Safety Training for Minors” training session for the minor with your DSA. Additional training may be needed depending on the minor’s assigned tasks and expected hazardous materials used

3- Read and be familiar with the “ Minors in the Laboratory Policy” found on EH&S website

4- Obtain a signed Parental/Guardian Consent Form for Minors

**The low value purchasing authorization limit was recently raised from 5-10K.  What was the rationale and what does this mean for lab managers responsible for placing orders?**

SCM: There was a System-wide audit in 2017 conducted by the State of California. In that audit, one of the overall general recommendations was that Procurement organizations throughout UC need to put more focus on the large dollar procurements, specifically competing more of the goods and services that UC purchases. Also, not to over generalize, but many times the greater the dollar value of a transaction, the more risk there may be with that transaction, which again dictates that those orders need more attention.

To help with ensuring our resources are working on these higher-dollar activities, UCOP deemed that similar to the transactions under $5K that were currently done out in the departments, allowing the departments to also do the transactions between $5K and $10K, made sense. Those transactions are also in general relatively lower risk and there is less attention needed on them in regard to Source Selection and Price Reasonableness justification.

Along with that, the departmental customers appreciate when requisitions do not need to flow through Supply Chain Management as they can better ensure the turnaround time that is needed for their orders.

 Just as a side note, the lower dollar transactions can/will still flow to Supply Chain Management on an as needed basis when there are activities related to them that SCM personnel should be seeing them (such as signing a contract or reviewing Terms & Conditions).

**Can you tell us what to expect with LARC site visit?**

LARC/IACUC:Some time in September or October, we will host a team of six site visitors from AAALAC. [ https://www.aaalac.org ] They will visit all LARC facilities, and laboratories where animals are brought for surgeries or for short-term housing. LARC, IACUC and EHS are hosting town halls in July and August to explain what to expect; town hall attendance is mandatory for animal users. We do not yet know the precise week of their site visit.

Site visitors will look at animal health, safety issues such as labeling cages with hazards and wearing approved protective clothing, and will look at surgery and analgesia records. When they meet lab members in their walk-throughs they will ask you to explain how you do your animal work and how you keep yourself safe from chemical and biological hazards. They will compare this with your PI’s approved animal protocol.

**Can you explain the last mile campaign for deliveries?’**

Logistics: The Package Delivery Program is an effort by UCSF Supply Chain Management-Logistics to increase Safety and Sustainability by reducing the number of delivery vehicles that arrive at UC San Francisco’s locations each day.  This effort is a requirement of UCSF’s Long Range Development Plan.

This effort helps increase UCSF safety and sustainability by limiting truck traffic near UCSF locations, reduces requests for access to secure buildings by non-UCSF delivery personnel, and reduces delivery interruptions by merging many different deliveries into one.

General delivery items received at Oyster Point by 8:00 AM on a normal business day will be delivered on the same business day.

General Questions about the PdP Program can be directred to logistics@ucsf.edu, or the end user can call us directly at 415-502-6245.

**Since the closure of CCF, what are the options for same day purchases?**

RRP: The Media Production Core offers next day delivery service for all your media needs.

**Can you explain the other services available through RRP?**

RRP:The Research Resource Program (RRP) provides strategic planning and implementation of programs to support core facilities and other research resources at UCSF. RRP also provides administrative, operational and financial management tools and support to core facilities which includes but is not limited to:

* Recharge management
* Administration/Management of the MyCORES platform
* Tools/advice for finding instruments/services on campus (i.e. cores.ucsf.edu)
* FlowJo admin (<http://rrp.ucsf.edu/softwareservices>)
* Business planning and education
* Core learning opportunities (<http://rrp.ucsf.edu/core-learning>)
* Visibility and Marketing services

**Why did we switch to two-factor authentication?**

IT: To protect sensitive data. It’s an all or nothing program so we had to turn it on for everyone

**What is UCSF Facilities/Emergency Preparedness Office doing to address the issue of EQ bracing noncompliance in the labs on campus? Is there funding being made available? How do you plan to achieve compliance?**

FM**:** Facilities is making seismic bracing easier to understand through our new website:(http://campuslifeservices.ucsf.edu/facilities/services/facilities\_projects/seismic\_bracing) This site outlines what is needed for labs to brace their freezers and equipment correctly. Facilities Services has also purchased what is called a standard pre-engineered detail for bracing equipment which has been approved by the Campus Fire Marshal. This pre-approved detail reduces the overall cost and time for bracing freezers and equipment.

Sustainability: Emergency Preparedness and the Office of Sustainability are also providing funding for bracing when an old freezer is replaced with a new ULT freezer.

**Is there a long term UCSF Facilities plan to provide temperature monitoring solutions for -80’s and LN2 storage, especially in regards to the high start up cost with the current system? Will we be using a different system in 5 years? Should I plan to find my own monitoring solution?**

FM: Facilities is currently running a new freezer monitoring pilot in CVRI with 9 labs and 20 freezers. We are working with the Med Center to also evaluate different options that are already being used so that we could recommend a standard. We recognize that our current system is not ideal and should have a recommendation for campus in the next few months.

**What’s the quickest way to hire/classify part-time Laboratory Assistants from local Community Colleges? Is there any sort of program similar to work study option?**

HR: The quickest way to hire/classify a part-time Laboratory Assistant is to first complete an accurate job description using the information found here:

[UCnet Laboratory Assistant Series Concept](https://ucnet.universityofcalifornia.edu/system_series/i/20/aa6-31.html)

Choose the appropriate level of position to be performed and populate the blank job description template (attached). After completing the job description, your HR liaison or dept. manager may submit an SRS ticket or PCMA case to request the description to be classified. Once the position has been classified, the position may be posted by Talent Acquisition. For assistance with drafting the job description and the hiring process, please contact your HR generalist [Find My HR Rep](https://hr.ucsf.edu/hr.php?function=hrrep).

**What is the lab incentive program?**

EH&S: EH&S is working with representative stakeholders to develop an annual award lab safety incentive (award) program for those lab groups that have a record of exemplary safety performance (this includes researcher training, and swift correction of any advisory notices from lab inspections). EH&S is currently considering how best to group labs in order to make fair comparisons between labs with various hazards. The first awards will be announced in 2019.

**What is IT's recommendation for backing up computers? Can you outline the requirements for both UCSF owned devices and personal hardware?**

IT: We use Crashplan for our computers. We no longer have back up systems for personal devices since Crashplan no longer provides this service for home users , Apple recommends time machine and windows 10 has file history, I have no experience with file history. Carbonite is a great pay for back up system.

**Could you tell us more about the new instant freezer rebate for ULTs?**

Sustainability: Labs can receive up to $5,000 to replace an old, energy inefficient Ultra Low Temperature freezer with an [Energy Star certified freezer](https://www.energystar.gov/productfinder/product/certified-lab-grade-refrigeration/results?scrollTo=300&search_text=&lab_grade_refrigerators_and_freezers_product_type_filter=Ultra-Low+Temperature+Freezer&brand_name_isopen=&markets_filter=United+States&zip_code_filter=&product_types=Select+a+Product+Category&sort_by=calculated_daily_energy_consumption_kwh_day_cu_ft&sort_direction=asc&currentZipCode=94143&page_number=0&lastpage=0) and/or up to $2,500 to purchase a new Energy Star certified ULT freezer. Please note, the new freezer should use less than 10 kWh/day. Seismic bracing funds up to $1,000 per freezer is also available. Once a purchase is made, send us the invoice and funds will be transferred to the COA you provide. To be sure the new freezer you select qualifies for this rebate, please contact sustainability@ucsf.edu.