

This SCRC newsletter is here to provide you with updates, event details, and practical solutions for common administrative inquiries. This newsletter is an evolving document, shaped by your input and needs. Stay informed with valuable insights and tools to enhance our operations.

## FUNDING OPPORTUNITIES

### TWO NEW PILOT FUNDING AWARDS FROM COLLEGE OF HEALTH SCIENCES

1. Susan & Henry Samueli College of Health Sciences Improving Human Health and Well-Being Pilots (<https://healthaffairs.uci.edu/research/pilot-awards-improving-human-health-and-well-being/>)
2. Institute for Precision Health Pilots (<https://healthaffairs.uci.edu/research/institute-for-precision-health-iph-pilot-awards/>)

### FUNDING OPPORTUNITIES IDENTIFIED BY OUR CORPORATE AND FOUNDATION

#### RELATIONS TEAM (SEE ATTACHMENT FOR MORE DETAILS)

Contact Roxanne Ford ([fordmr@uci.edu](mailto:fordmr@uci.edu)) and Marianne Smith ([mrsmith1@uci.edu](mailto:mrsmith1@uci.edu)) with questions or for further details.

### UCI AWARDED \$2 MILLION CIRM GMP FACILITY NETWORK GRANT

**Congratulations to Aileen and the GMP team!**

<https://news.uci.edu/2023/09/28/uc-irvine-named-one-of-cirms-cell-and-gene-therapy-manufacturing-facilities/>

### CIRM FUNDING OPPORTUNITIES

DISCOVERY programs Next submission deadline is May 14, 2024

<https://www.cirm.ca.gov/about-cirm/funding-opportunities-discovery-stage-research/>

TRANSLATIONAL programs Next submission deadline is December 5, 2023

<https://www.cirm.ca.gov/about-cirm/funding-opportunities-translational-research/>

CLINICAL programs Submission deadline on last business day every month

<https://www.cirm.ca.gov/researchers/funding-opportunities/clinical-trial-stage-projects>

## RESEARCH FINANCE REMINDERS

The research finance team would like to ensure that department PI's are aware of two important updates:

**a. Timesheet Approval for GSRs:**

Please be mindful that you might need to review and approve timesheets for the Graduate Student Researchers (GSRs). This is a crucial part of the administrative process, and your timely approval ensures that GSRs are compensated accurately.

**b. Stipends for Training Program Trainees:**

At the end of each month, trainees in our training programs will receive their stipends. If you are a trainee or if you have any questions regarding stipend payments, we kindly ask you to reach out to your PI or your fiscal officer for your program.

We appreciate your attention to these important matters, and please do not hesitate to reach out to your fiscal officer if you require any clarification or further assistance.

## UPCOMING EVENTS

### **SCRC COMMUNITY LECTURE SERIES**

*Experts share their groundbreaking insights and discoveries in the world of stem cell research.*

Register here: [https://stemcell.uci.edu/Events/upcoming\\_events.php](https://stemcell.uci.edu/Events/upcoming_events.php)

Tuesday, December 5, 2023 – Anand Ganesan, MD, PhD & Katie Hinchee PhD Clinical Fellow in Dr. Anand Ganesan's Lab "Novel Diagnostics and Treatments for Vitiligo"

### **SCRC STEM CELL SEMINAR 2023-2024 SERIES**

*Monthly on Fridays from 11 AM to NOON in Gross Hall's Thorp Conference Center.*

Friday, December 1, 2023 – Kenneth S. Kosik. MD, UCSB, “Brain Organoids for Physiology Inferences”

Friday, February 2, 2024 – Naiara Akizu, PhD, Children’s Hospital of Philadelphia (CHOP), “Genetic and Epigenetic of Neural Development and Disease”

Friday, March 1, 2024 – Andrew Brack, PhD, UCSF, “Skeletal Muscle Stem Cell Resilience and Rejuvenation During Aging”

Friday, April 5, 2024 – Alea Mills, PhD, Cold Spring Harbor Laboratory, “Epigenetic Re-establishment of Tumor Suppression in Glioblastoma”

Friday, May 3, 2024 – Lili Yang, PhD, UCLA, “Stem Cell-Engineered NKT Cells for “Off-the-Shelf” Cancer Immunotherapy”

## **SCRC 11<sup>th</sup> ANNUAL STEM CELL SCIENCE SYMPOSIUM**

*This year the symposium will focus on UCI speakers, including Faculty, Postdocs, and Graduate Students. The symposium aims to bring together experts and researchers from diverse areas of stem cell research across our campus, and we believe that your expertise and contributions would greatly enrich the event.*

January 17, 2024 || Time: 9:00AM – 6:00PM || Location: Gross Hall, 4001 Thorp Conference Center || Register Here:

<https://app.smartsheet.com/b/form/cf482c4f8fd149088171131334112dbb>

## **UCI SKIN DISTINGUISHED LECTURE SERIES**

*Embark on a journey through the fascinating realm of skin research with our engaging lecture series. Renowned experts and researchers unveil the latest discoveries, innovations, and advancements.*

Friday, January 26, 2024 - William Damsky, MD, PhD, Yale, "Sarcoidosis and granuloma annulare: from bedside to bench and back again."

Friday, February 23, 2024 - Yulia Schwartz, PhD, USC, "Hair Raising Tale: Nerve – Stem Cell Interactions"

Friday, April 5, 2024 - Maryam Asgari, MD, UC Denver - Talk Title: To Be Determined

Wednesday, April 24, 2024 - George Sen, PhD, UCSD Talk Title: To Be Determined

## UCI SKIN 7<sup>th</sup> ANNUAL SYMPOSIUM

*Dive into the forefront of skin research at our Skin Research Symposium! Engage with leading experts as they share groundbreaking insights into dermatology, skin health, and innovative treatments.*

February 9, 2024 || Time: 8:30AM – 4:35PM || Location: Gross Hall, 4000 Thorp Conference Center || Register Here:

<https://app.smartsheet.com/b/form/cbb39a6bbde14ef9bc43d655b87c0a24>

PURCHASING

### **\* PURCHASING UPDATE \***

***We'd like to inform you that Samantha Moreno, our department purchaser, will be leaving the department this Friday. We wish her success in her future endeavors. We are actively working to fill the vacant position promptly to ensure a seamless transition. Stay tuned for updates as we progress through the hiring process. Your understanding during this time is greatly appreciated.***

### **STREAMLINED PURCHASING**

We have introduced a new ticketing system, utilizing Request Tracker, for all purchase orders and reimbursement requests with a goal to streamline the current workflow and increase communication.

All purchase requests and reimbursement forms will be emailed to:

[purchase@rt.stemcell.uci.edu](mailto:purchase@rt.stemcell.uci.edu)

**Request Tracker (RT) instructions**

## Submitting purchase order requests

### 1. Fill out Purchase Order Request (PR) form:

#### **Required fields:**

- a. Include correct 'ship to' address
- b. Include brief justification (what are you buying and what project is it for?)
  - i. Example: antibodies & reagents for PI: Peter Anteater's CIRM TRAN1 grant
- c. KFS account
- d. Quantity, item (link or catalogue #), price
- e. Grant PI signature

2. Attach signed PR (or PR with PI email approval), quote and/or relevant documents to email

3. Email to: [purchase@rt.stemcell.uci.edu](mailto:purchase@rt.stemcell.uci.edu)

4. Email subject line: Date, Vendor, Lab

a. Example: 2/28/23, Fisher Scientific, Anteater lab

*Requester will receive automatic email updates when the status of an order is changed (example, automated email is sent when an order is received, processed, vendor has shipped the item and when the item is delivered)*

## Requesting order updates/information for an existing ticket

To request further updates on specific orders, provide additional information on an order, revise an order, etc.:

1. Reply to automated e-mail with corresponding ticket number

**OR**

1. Email to: [purchase@rt.stemcell.uci.edu](mailto:purchase@rt.stemcell.uci.edu)
2. Subject line: [rt.stemcell.uci.edu & ticket number] a. Example: [rt.stemcell.uci.edu #131]

## **PACKING SLIPS: HOW TO SUBMIT THEM**

Submitting packing slips to the purchasing department is essential for maintaining accurate records, proper payment processing, and compliance with regulations. It is a crucial step in the overall procurement process.

### Submitting packing slips/delivery confirmation

Some labs submit packing slips in bulk orders on a weekly basis, while others submit packing slips individually. There are slightly different processes for each. [\\*Please submit UCI Buy packing slips separately](#)

### Sending bulk packing slips:

1. Attach documents and email to: [purchase@rt.stemcell.uci.edu](mailto:purchase@rt.stemcell.uci.edu)
2. Subject line: PACKING SLIPS, Lab, date range (when orders were received)
3. Example: PACKING SLIPS, Anteater lab, 2/22-2/28/2023

### Sending individual packing slips:

1. Reply to automated e-mail with corresponding ticket number and attach documents

**OR**

1. Attach documents and email to: [purchase@rt.stemcell.uci.edu](mailto:purchase@rt.stemcell.uci.edu)
2. Subject line: [rt.stemcell,uci.edu & the ticket number] PACKING SLIP
  - a. Example: [rt.stemcell.uci.edu #131] PACKING SLIP

**\*\*Brackets [ ] must be included in subject line**

### **SUBJECT LINE FORMAT FOR RT SUBMISSIONS**

Subject line: [rt.stemcell.uci.edu & ticket number] a. Example: **[rt.stemcell.uci.edu #131]**

### **SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM (SSPR)**

(SSPR form) – This form is required for all federally funded purchases greater or equal to \$10,000 (including tax and shipping), to substantiate the appropriateness of source selection and price reasonableness.

Its purpose is to outline the rationale behind making a purchase from a single or sole source supplier, rather than through a competitive bidding or sourcing process. This showcases that our organization is committed to fair competition and has a valid reason for deviating from standard competitive bidding processes.

To locate the form, visit this link:

<https://procurement.uci.edu/files/documents/procurement/forms/uci-source-selection-price-reasonableness-form.pdf>

For more policy information regarding competitive threshold requirements, visit this link:

<https://procurement.uci.edu/procurement/federal-fund-purchase-requirements-uniform-guidance.php>

## **PURCHASE REQUESTS: GUIDELINES**

To avoid delays in purchasing processing, please review for the commonly missed items before submitting your request:

1. Request Justification
2. KFS account
3. PI Signature



# PURCHASE REQUEST FORM

**\*\*Submit packing slips within three days of receipt\*\***

Please allow **2-4 working days** for order processing

Date Submitted:	8/18/2023	Ship to Address:	845 Health Sciences Road, Lab Floor
Requested By:	Lab Name	Suggested Vendor:	Fisher Scientific
Requested For:		Is this a <b>software purchase</b> :	Yes <input type="checkbox"/> <small>If Yes, please fill out the Software Questionnaire TAB</small>

**Request Justification**  
Briefly describe intended project and experiment for requested item(s). Indicate Specific Aims (as needed).

This purchase is related to the project because of this reason...

Account Information		FOR REQUESTS AFFECTING SCRC EQUIPMENT:		
KFS Account	Project Code	Notes/Split Funding Info	UCI Property Tag (ORG REF ID)	Equipment Description
ST12345				

ITEM(S) REQUESTED				
Quantity	Description	Catalog/Item#	Unit Cost	Total Cost
1.00	Pipette	12345-01	\$ 5.00	\$ 5.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			SUBTOTAL	\$5.00
			TAX (7.75%)	\$0.39
SHIPPING OPTIONS:		Ground (7-10 days) <input type="checkbox"/>	Express (Next Day) <input type="checkbox"/>	<b>TOTAL:</b> \$5.39

DIRECTOR/GRANT PI SIGNATURE:	<i>PI Signature</i>
MENTOR SIGNATURE: (FOR TRAINEES ONLY)	

FOR OFFICE USE ONLY			
KFS#	AMOUNT	USE TAX	NOTES/REVIEWER INITIAL

## SUBMITTING A SERVICE REQUISITION AND/OR HIGH VALUE PURCHASE ORDER

To avoid delays in processing please **obtain a quote** to submit with your request.

## SMALL BUSINESS FIRST WAIVER



As of March 1, 2021, all non-construction UC contracts and procurements between \$10,000 to \$250,000 (excluding tax but including shipping) that cannot be procured via an existing strategically-sourced agreement must be awarded to a SB/MB or DVBE, wherever practicable.

This informal solicitation process requires only one (1) quote for purchases below \$100,000, and only two (2) quotes for procurements above \$100,000, with some waivers and exemptions allowed.

California Public Contract Code Section 10508.5 allows the University to award purchase agreements valued up to \$250,000 to a certified SB/MB/DVBE without being competitively bid, so long as the University obtains price quotations from two or more certified businesses.

The process and policy requirements for using the Small Business First program are outlined in [BUS-43 \(pdf\)](#).

For further information about the Small Business First Program, visit this link:

<https://procurement.uci.edu/strategic-initiatives/small-business-first-program.php>

## REIMBURSEMENTS

### TRAVEL GUIDELINES: IMPORTANT CONSIDERATIONS WHEN PLANNING YOUR TRIPS

Airfare:

1. Consider booking your trip through [Connexus](#). The UC managed travel system has built in guidance for compliance.
2. Book only a coach or economy-class ticket. Business, first-class or other higher-cost services (priority or early boarding, extra leg space, exit row seat, plus seating) are typically ineligible for reimbursement.
3. Don't use package deals. These are generally ineligible for reimbursement, and trip insurance fees. Package deals often do not separate the cost of the hotel, air, and car costs.

4. Receipt requirements: Itinerary showing payment, fare class, passenger name and *ticket number*.
5. If you are considering choosing a flight other than a typical direct flight for any reason, please include a screenshot that shows the price of the typical flight for a comparison of costs.

#### Hotel:

1. Maximum rate: The lodging rate must be reasonable for the locality of travel; the max rate is \$275 before taxes and fees.
2. Only room, tax and fees are reimbursable. Upgrades are typically ineligible for reimbursement.
3. In Room Dining: Please request an additional itemized receipt for the meal to submit with your reimbursement request.
4. Receipt requirement: Include final receipt (folio) of the stay.

#### Mileage / Using Private Vehicles:

1. Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.
2. Include a MapQuest or Google maps document that shows total mileage and start and ending address.

#### Meals:

1. Receipt requirements: Include the itemized receipt along with any other receipts that includes the tip amount.
2. Alcohol: Not reimbursable on federal or state funds.
3. Guest's meals: Please note only your meal will be reimbursed.

#### Rental Cars:

1. Rent a car when it's more cost effective than other means, such as taxi.

#### Car Service (ex. Uber/Lyft/etc.):

1. Receipt requirement: Please include a printout or scan of the receipt which includes your starting and destination addresses.
2. Labelling your car service trips. Labelling your trips (for example: home to SNA / conference hotel to dinner location) will help your travel arranger confirm the eligibility of the trip for reimbursement.

#### KFS TRAVEL AND EVENT MANAGEMENT (TEM) PROFILES:

How to add and arranger to your TEM Profile.

First, Getting to the TEM Profile Lookup Screen

1. [You can access the lookup with this link](#). If you are able to access the lookup page, you can [skip to the steps on creating your profile](#).
  - a. If you cannot access the above link, you can access the lookup in ZotPortal.
    - i. Navigate to the ZotPortal website: <https://portal.uci.edu>.
    - ii. Log in using your UCI netID and password. The login button is in the top right corner of the screen.



1. Select the **Finances/KFS** tab from the yellow navigation bar. This will take you to a screen full of portlets related to the campus financial system.

Travel & Event Management Options ▾

[Expand All](#) | [Collapse All](#)

- Connexus Travel Program [🔗](#)
- + Custom Document Search
- [-] TEM Profile
  - TEM Profile Lookup [🔗](#)
- + Transactions
- + Travel Card Applications
- + Travel Information and Policies
- + Help Guides

For assistance, please email [travel-accounting@uci.edu](mailto:travel-accounting@uci.edu)

Hello Kelly Rose Schoby   UCI   Help   Support   Logout

**UCI Zot!Portal**


● Portal ● All UCI   [Search Tips](#)


Main   Applications   Work/Life   Facilities/Safety   Research   **Finances/KFS**   Decision Support   ⌵

1. Scroll down and find the **Travel & Event Management** portlet.
2. Select the **+** icon to expand the **TEM Profile** section.
3. Select the **TEM Profile Lookup** link. Lookup and select your UCInetID


### Adding an Arranger to Your TEM Profile

1. As with all KFS Documents, you must enter a description and explanation in the **Document Overview** tab.
  - a. The **Description** should be something very short. For example, it can just be your name.
  - b. **The Explanation should be something simple like "Adding an arranger to TEM Profile for [Your Name]."**

TEM Profile 

Doc Nbr: 7000004      Status: INITIATED  
Initiator:  kschoby      Created: 02:33 PM 12/14/2017

EXPAND ALL    COLLAPSE ALL

DOCUMENT OVERVIEW 


OVERVIEW

\*Description:


Explanation:

Organization Document Number:

1. Scroll down to the **Arrangers** tab - you can ignore all the others - and select the **magnifying glass icon next to Principal Name**.

ARRANGERS 

NEW ARRANGER INFORMATION

\* PRINCIPAL NAME:  

Allow to initiate TA document:

Allow to initiate TR/RELO/ENT document:




Primary:

Active:


ADD

1. Enter the UCInetID or First and Last name of the person that you want to add as an arranger into the **Principal Name** field.
2. Click on the **Search** button.
3. Click the **return value** link next to the name of the person that you want to add as an arranger.

\* required field


Principal Name:	kschoby
Principal ID:	
Entity ID:	
First Name:	
Middle Name:	
Last Name:	
Email Address:	
Phone Number:	
Employee ID:	
Campus Code:	<input type="text"/> 
Primary Department Code:	
Employee Status Code:	<input type="text"/> 
Employee Type Code:	<input type="text"/> 
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

1 items found. Please refine your search criteria to narrow down your search.

 One item found. PAGE 1


Return Value	Principal ID	Principal Name	Name	Entity ID	Campus Code	Primary Department Code	Employee ID
<input type="text" value="return value"/>	000000	kschoby	SCHOBY, KELLY	000000	IR	IR-8009	09

1. You will be sent back to the previous screen with your arranger's information appearing in the Arrangers tab.
2. Select the green **Add** button.

ARRANGERS 

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NEW ARRANGER INFORMATION

\* PRINCIPAL NAME: kschoby 

Allow to initiate TA document:

Allow to initiate TR/RELO/ENT document:

Primary:

Active:

1

3


2

Now you just need to finalize the document and complete the process. The buttons for saving and submitting the document are at the bottom of the window, so ...

1. Select the **Save** button.

2. Select the **Submit** button.

**And that's it!** KFS will automatically process your document requesting a travel arranger.

Original link here: <https://accounting.uci.edu/support/guides/tem-profile/add-arranger-new.html>

## **IMPORTANCE OF REDACTING PERSONAL INFORMATION FROM BACKUP DOCUMENTS**

Redacting personal information is an important step in maintaining privacy and security when submitting reimbursement requests. Common examples are:

1. Social Security Numbers
2. Home Addresses
3. Phone Numbers
4. Credit Card Numbers
5. Driver's License Number
6. Birthdates
7. Unrelated purchases on credit card or back statements

## **MEAL EXPENSES FOR MEETINGS AND ENTERTAINMENT: WHAT TO KNOW**

Keep in mind the following to avoid delays in processing your reimbursement:

1. Eligibility and Purpose: Make sure the meal is directly related to university business and include a justification in your reimbursement form.
2. Documentation Requirements: Original itemized receipts, including the date, location, names of attendees and detailed breakdown of expenses. Please include second receipt if the tip is not included in the itemized receipt.
3. Maximum Reimbursement Amounts:
  1. Breakfast \$31 || Lunch \$54 || Dinner \$94 || Light Refreshments \$22.

4. Alcohol: We cannot reimburse alcohol on federal or state funds.
5. Delinquency: Please submit your reimbursement requests as soon as possible. Requests submitted late may require an exceptional approval and justification.
6. How to Submit your reimbursement: All reimbursement forms and backup documents will be emailed to: [purchase@rt.stemcell.uci.edu](mailto:purchase@rt.stemcell.uci.edu)

## SCRC BUILDING INFORMATION

We have outlined some areas that you should be familiar with within our center.

### SCRC core staff

Here is a full list of the [SCRC Core Staff](#) and core lab managers listed below.

Christina Tu-Stem Cell Techniques Course Manager [htu@uci.edu](mailto:htu@uci.edu)

Vanessa Scarfone-Flow Cytometry Core Manager [vanessa.s@uci.edu](mailto:vanessa.s@uci.edu)

Allia Fawaz-Imaging Core Manager and Building Manager [fawaza@uci.edu](mailto:fawaza@uci.edu)

Anita Lakatos-CRISPR Core Manager [scrc-crispr@uci.edu](mailto:scrc-crispr@uci.edu)

### Equipment and Conference Room Reservations

#### Equipment

Here's a list of the [shared equipment and other resources](#) that the SCRC has to offer!



Shared equipment is reserved via iLab. Please register for ilab at the [following site](#).

Log in with your UCI credentials and choose your PI. If you receive any errors please send a screenshot of the error to [fawaza@uci.edu](mailto:fawaza@uci.edu). If your PI is not listed, please email your PI's first and last name and email address to [fawaza@uci.edu](mailto:fawaza@uci.edu) so that they may be added.

Once you have been trained on the equipment, you will receive access to reserve the equipment via iLab. All equipment also has paper sign-in sheets. A sign-in sheet is for signing-in once you begin using the equipment and is not a reservation.

If you have reserved the equipment but a user is using the equipment during your scheduled time that has not reserved, **you have priority to use the equipment** and can ask them to leave; let them know to reserve on iLab at a later time.

## Conference rooms

If you would like to reserve a conference room, you may do so for rooms 2005, 2034, 3001, and 3034 via iLab. They can also be reserved at the tablet kiosks outside each conference room. Directions for reserving on the kiosks are found next to the kiosks.

The Thorpe conference center on the 4<sup>th</sup> floor (4000) and the 4th fl boardroom (4002) are reserved through Abbie at [abbiee@hs.uci.edu](mailto:abbiee@hs.uci.edu).

Conference room rules are to:

1. Only reserve time you plan to use
2. Dispose of trash and push in chairs
3. Put spare food/drinks/utensils etc. from meetings in the break rooms with a note that says it is for anyone
4. Keep door unlocked when leaving (if the room is locked, there is a key on Allia's desk by room 2102, please sign-in on the sign in sheet)

5. Let Allia know if the projector lamp requires replacing (if dim) at [fawaza@uci.edu](mailto:fawaza@uci.edu)

## Equipment Rules

For all shared equipment, you must:

1. Be trained by the Core Facility Staff
2. Schedule your time via iLab
3. Sign in on the sign-in sheet
4. Keep the area cleaner than you found it
5. Save your files to an external device (USB). Files should not only be stored on shared computers. Old data will be removed periodically to allow additional space without notice. Do not save data on the computer desktop.

For your safety, please pay attention to all signs surrounding equipment. Some equipment have a gloves on policy when using computers for the equipment while others have a gloves off policy. All door handles and elevator buttons have a gloves off policy.

If equipment is not functioning properly or you need assistance, please contact Allia or Vanessa via email. Also let us know if we are out of stock on necessary items for the shared equipment (such as ethanol, kim wipes, lens paper, and cotton swab cleaning tips for the microscopes).

## Recharge Equipment

Most equipment is free to use with the exception of the following:

SCRC Equipment

Price/hour

1. Xenogen IVIS Lumina Imager	\$40.00
2. Olympus FV3000 Confocal	\$25.00 - \$40.00
3. BD Facs Aria II Cell Sorter	\$40.00 - \$80.00
4. FACS ARIA III FUSION	\$40.00 - \$80.00
5. BD LSR II Flow Cytometer	\$40.00 - \$60.00
6. BD Fortessa X20	\$40.00 - \$60.00

### Building Access

If you require a keycard to be activated, please email the 5 or 6 digit number on your keycard and your PI's approval to [fawaza@uci.edu](mailto:fawaza@uci.edu). If your lab does not have a spare keycard to activate, please send your lab's KFS account and project code with your PI's approval to purchase one.

Lost or stolen keys/keycards should be reported to both the PI/lab manager and [fawaza@uci.edu](mailto:fawaza@uci.edu) immediately.

Additionally, one should NOT grant access to the building (e.g., by holding a door to the building open) to anyone without a keycard unless they are known to you. Also, doors to the building should NOT be propped open to allow access.

If you see an individual in the building that you do not recognize, asking whether they need assistance is a great opener. This includes any sales representatives that do not have an **appointment for any specific lab**. You may kindly refer them to [fawaza@uci.edu](mailto:fawaza@uci.edu) to set up a vendor show.

If you are concerned about an individual, please feel free to contact [fawaza@uci.edu](mailto:fawaza@uci.edu) or any of the SCRC staff. In the evenings/weekends, as for anywhere on campus, the UCIPD will respond as necessary if there is an identified concern regarding legitimate access. Just so you are aware, this building is under constant surveillance which is monitored when needed.

Once you terminate your position with the center, please let Allia know and she will deactivate your keycard and remove you from the mailing list. I keep an updated contact list of all lab members to communicate about important equipment and building related matters.

### **SCRC's Events**

For information regarding the SCRC's events such as community lectures, please click on the following [link](#).

### **Break/Lunch Rooms**

We have break rooms available on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors with fridges/freezers, water dispensers, and microwaves and other appliances. The room rules are to:

1. Wipe the tables and push in chairs after use
2. Dispose of trash in the appropriate containers (trash or recycling)
3. Write your name and date on all food
4. Wipe sink counters down and any spills in fridge/freezers
5. Run disposal if food is in sink
6. Do not leave items in the sink or counters
7. Store dishes in labeled cupboards & cabinets
8. If you have spare food/drinks etc. from meetings, leave a note that says it is open for anyone
9. Keep from microwaving foods with more potent aromas (such as fish)
10. Clean microwave and other appliances used
11. Replace water dispenser containers when empty
12. Clean out fridge every Friday

## **Printer/Copier Access**

We have a shared printer/copier on the second floor by the break room. To access the printer you must install the driver [here](#). Install the printer using the IP address: 128.200.249.45 (port #: 9100). Aside from printing and copying, features also include emailing documents, faxing, and saving to your USB. If the printer is out of paper or toner, please let Allia know at [fawaza@uci.edu](mailto:fawaza@uci.edu). The printer is NOT for personal use, it is only for printing items related to your research; do NOT print items for your courses. Please print in black/white when possible.

## **Building Maintenance**

If you notice any building maintenance that needs to be reported such as broken paper towel dispensers, lights that need to be replaced, doors not shutting correctly, uncomfortable temperatures that require adjustment, etc., please call facilities directly (949-824-5444 or extension 4-5444) or email them at [fm-servicedesk@uci.edu](mailto:fm-servicedesk@uci.edu).

## **Internet Access**

If you need access to internet, your lab can submit a request to OIT [here](#). Follow directions under manual registration and enter in your computer's MAC address. For any issues, contact HS OIT (extension 4-3434).

## **Hazardous Waste and Trash/Recyclables**

Hazardous waste pick-up can be submitted via text by following [this set of instructions](#). Please be mindful to place trash in the trashcan and recyclables in the recycling bin. Flatten all cardboard boxes and place directly behind the recycling bins for pick-up on the 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors, or on the table in the middle hallway of the 2<sup>nd</sup> floor.

## **Cold Rooms**

The SCRC has two shared 4°C cold rooms on each floor for floors 1-3 and one on the 4<sup>th</sup> floor. Cold room guidelines are to:

1. Store items on lab's labeled racks only
2. Label lab's items with lab name
3. Make sure no mold is growing
4. Keep room clean and tidy
5. Turn light off when leaving the room
6. Shut the door behind you when both enter and leave the room
7. Do NOT keep items in cardboard boxes in room (they harbor mold)
8. Do NOT store dry ice in cold rooms (asphyxiation hazard)
9. Do NOT store items on the floor or in the sink. Items left on the floor or sink are subject to being removed and discarded
10. Place trash receptacles outside of the cold room
11. Clean up any spilled liquid
12. Report water leaks or other mechanical issues to myself or Facilities Management immediately

### **Emergency Freezers**

If you would like to defrost your freezers or have an emergency with your freezers and need to temporarily store your items, we have emergency 4°, -20°, and -80° freezer space that you may use which require my approval, reservations made via iLab, and a sign-in sheet to be filled out.

As a side note, make sure to perform regular maintenance on your own lab's freezers as recommended by the manual and to have your lab's biosafety cabinet (BSC) certifications up to date via TSS or company listed on your BSC. Fume hood issues should be reported to EH&S (extension 4-6200).

### **Dry Ice, Purified Water, & Lab Space**

Labs also have access to shared dry ice (found in a container in the middle hallway of each floor) and Millipore purified water that is pyrogen-, nuclease-, protease- and bacteria-free for your research on both sides of the lab space on each floor. Each floor is designated as a south and north side, each side with 8-10 bays. Each bay sign is labeled with the location (N/S), lab name, and bay number. There are spaces on the sign to write in where lab members' desks are located or equipment is stored.

### **Emergency/Evacuation Alarms**

We must always treat evacuation causes as potential threats. During an alarm, we will evacuate via the stairs (do NOT take the elevator). If you require assistance, please let a lab member know. Once evacuated, stand away from the building. On the first floor, we should stand in the middle walking area of the parking lot. On the basement level, also please stand away from the building in the parking lot. Do not enter the building until an officer tell you that it is safe to do so.

Please let Allia know if you have any questions at [fawaza@uci.edu](mailto:fawaza@uci.edu).

## SCRC SPOTLIGHT

Halloween may be over, but the Halloween Party Planning Committee wanted to congratulate all the winners from the competition. Everyone did a great job and we had such a great turn out. We are so glad everyone could join us and celebrate Halloween. We want to thank Jhay for being our photographer.

Hope to see everyone next year!

***Winner of the Dessert Contest:***

***Best Tasting – Angel Ayala***



***Winner of the Dessert Contest:***

***Most Creative – Kimberly Maas***





***Costume Contests Judges Choice winners:***

***Zuri Rashad***

***Bota Lab***

***SCRC Admin team***









***3<sup>rd</sup> Place Costume Contest Winner:***

***Kimberly Maas & Marta Cubero***





***2<sup>nd</sup> place Costume Contest Winner:***

***Flanagan Lab***



***1<sup>st</sup> Place Costume Contest Winner:***

***Anderson-Cummings Lab***





Share your recent accomplishments and introduce your furry companions!

Fill out the form below to submit your achievement and/or pet to be featured in a future newsletter.

<https://app.smartsheet.com/b/form/2cb756480f89465f85007d2429481b92>

## COMMENTS, QUESTIONS, SUGGESTIONS

We're here to help! If you have any questions, comments or suggestions related to the topics covered in this newsletter, please don't hesitate to get in touch at [SCRCdirector@hs.uci.edu](mailto:SCRCdirector@hs.uci.edu).