

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

### **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 \$4 MILLION CIRM SHARED RESOURCE LABORATORY NETWORK GRANT**

**Congratulations to Craig and the SRL team!**

<https://news.uci.edu/2024/02/26/uc-irvine-advances-stem-cell-research-with-4-million-cirm-grant-for-shared-resources-lab/>

#### **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 June 2024

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

CLINICAL programs submission paused for program re-evaluation, anticipated to resume in June 2024

<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:

### **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.

### **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.

## JOB OPPORTUNITIES

We are looking for a postdoc who can assist in our R01-supported project:

Ardoña Research Group- Postdoc Position

<https://recruit.ap.uci.edu/JPF08352>

Project abstract can be found here:

[https://reporter.nih.gov/search/mnC7pbaxSky5\\_Rq48dCoXQ/project-details/10628281](https://reporter.nih.gov/search/mnC7pbaxSky5_Rq48dCoXQ/project-details/10628281)

Lab website: <https://www.ardonalabs.com/>

Thank you!

## 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)

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

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

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

### **UCI SKIN DISTINGUISHED LECTURE 2023-2024 SERIES**

*11AM to NOON mostly in Gross Hall's Thorp Conference Center. TBA if the location changes.*

Friday, May 10, 2024 - Crystal Aguh, Hopkins Medicine - "Updates in Our Understanding of Central Centrifugal Cicatricial Alopecia"

Friday, June 28, 2024 - Kellen Chen, University of Arizona-Tucson - "Investigating mechanical signaling and molecular pathways to reduce fibrosis and promote regeneration"

***Join our UCI Skin mailing list here to be notified of the latest UCI Skin announcements :***

<https://app.smartsheet.com/b/form/0ada27a6dc3a427d96322512194218f3>

## PURCHASING

### **\*LATEST UPDATES\***

Please review the following purchasing deadlines as we approach fiscal close:

#### **May 10: High Value/High Risk or Contract Requisitions**

Last day to submit a High Value/High Risk or Contract Requisition to ensure the purchasing team has sufficient processing and lead time to post in FY 2023-2024. Efforts will be made to approve submissions after this date but cannot be guaranteed. Please contact Lavanya Majuran for time-sensitive transactions at [lmajuran@hs.uci.edu](mailto:lmajuran@hs.uci.edu).

#### **May 27: PALCard Purchases**

The last day for PALCard online purchases to ensure the vendor/bank submits the charge by June 30. Please contact Lavanya Majuran for questions at [lmajuran@hs.uci.edu](mailto:lmajuran@hs.uci.edu)

#### **June 1: Submit UCIBuy High Value based Requisitions in KFS**

Last day for generating High Value/UCIBuy Catalog Requisitions (>\$5000 and/or containing any potential restricted commodities). Efforts will be made to approve submissions after this date but cannot be guaranteed. Please contact Procurement Services for time-sensitive transactions at [ucibuy@uci.edu](mailto:ucibuy@uci.edu).

**June 3: Travel and Expense reimbursements, Disbursement Vouchers for 2023-24 – All Forms @ 4 p.m.**

Last day to submit travel and expense reimbursements for fiscal year 2023-2024

**June 26: Submit UCIBuy Requisitions as APOs in KFS**

Last recommended day for submitting UCIBuy Requisitions meeting criteria for APO Automated Purchase Orders ( $\leq$  \$5000 and not containing restricted items) in KFS. It is recommended to notify departmental approvers that a Requisition has been submitted in approval workflow, since the last day to finalize all REQS for FY 2023-24 is June 30. Please contact your department Fiscal Officer for time-sensitive transactions.

## **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
- i. Attach signed PR (or PR with PI email approval), quote and/or relevant documents to email
- ii. Email to: [purchase@rt.stemcell.uci.edu](mailto:purchase@rt.stemcell.uci.edu)
- iii. 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

**Update: Labs can submit UCIBuy packing slips in bulk. Other packing slips should be submitted individually to each corresponding RT tickets. \*Please submit UCI Buy packing slips separately**

### Sending bulk packing slips:

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

### Sending individual packing slips:

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

**OR**

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

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

## **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](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





## REIMBURSEMENTS

### REIMBURSEMENT FORMS:

Travel Reimbursement Form:

[https://stemcell.uci.edu/doc/SCRC\\_Travel\\_Reimbursement\\_Form\\_2021-11.xlsx](https://stemcell.uci.edu/doc/SCRC_Travel_Reimbursement_Form_2021-11.xlsx)

Expense Reimbursement Form:

[https://stemcell.uci.edu/doc/SCRC\\_Expense\\_Reimbursement\\_Form\\_2017.xlsx](https://stemcell.uci.edu/doc/SCRC_Expense_Reimbursement_Form_2017.xlsx)

### 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:

### Getting to the TEM Profile Lookup Screen (to add an arranger):

First, Getting to the TEM Profile Lookup Screen

- a. [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](#).
  - i. If you cannot access the above link, you can access the lookup in ZotPortal.
    1. Navigate to the ZotPortal website: <https://portal.uci.edu>.
    2. Log in using your UCInetID and password. The login button is in the top right corner of the screen.

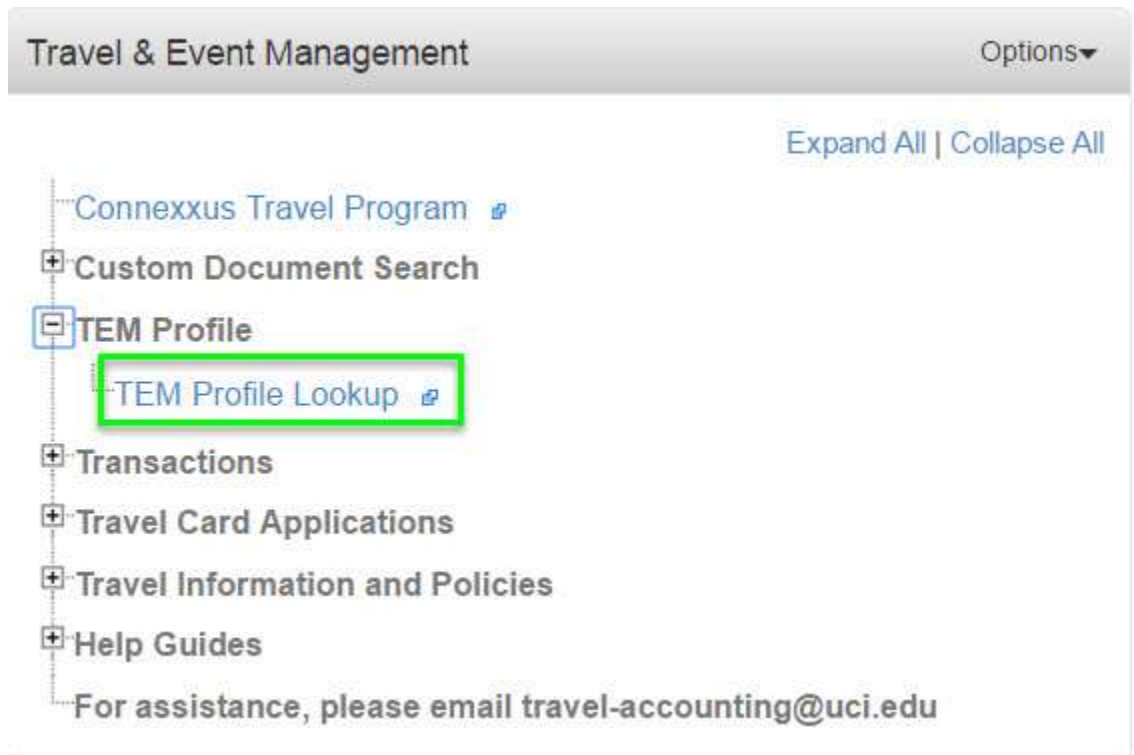


3. Select the **Finances/KFS** tab from the yellow navigation bar. This will take you to a screen full of portlets related to the campus financial system.



4. Scroll down and find the **Travel & Event Management** portlet.

5. Select the **+ icon** to expand the **TEM Profile** section.
6. Select the **TEM Profile Lookup** link. Lookup and select your UCInetID



### Now we can add an Arranger to Your TEM Profile:

a. As with all KFS Documents, you must enter a description and explanation in the **Document Overview** tab.

1. The **Description** should be something very short. For example, it can just be your name.


2. The **Explanation** should be something simple like "Adding an arranger to TEM Profile for [Your Name]."



3. 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

4. Enter the UCInetID or First and Last name of the person that you want to add as an arranger into the **Principal Name** field.

5. Click on the **Search** button.

6. Click the **return value** link next to the name of the person that you want to add as an arranger.

## Person Lookup

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
<a href="#">return value</a>	<a href="#">000000</a>	<a href="#">kschoby</a>	<a href="#">SCHOBY, KELLY</a>	<a href="#">000000</a>	<a href="#">IR</a>	<a href="#">IR-8009</a>

7. You will be sent back to the previous screen with your arranger's information appearing in the Arrangers tab.

8. Select the green **Add** button.

ARRANGERS

NEW ARRANGER INFORMATION

\* PRINCIPAL NAME: kschoby

Allow to initiate TA document:

Allow to initiate TR/RELO/ENT document:

Primary:

Active:

1 ADD

3 Submit Save 2 Cancel

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:

2. Eligibility and Purpose: Make sure the meal is directly related to university business and include a justification in your reimbursement form.
3. 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.
4. Maximum Reimbursement Amounts: **Breakfast \$31 || Lunch \$54 || Dinner \$94 || Light Refreshments \$22.**
5. Alcohol: We cannot reimburse alcohol on federal or state funds.
6. Delinquency: Please submit your reimbursement requests as soon as possible. Requests submitted late may require an exceptional approval and justification.
7. 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:

<u>SCRC Equipment</u>	<u>Price/hour</u>
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](tel:949-824-5444) (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

Thanks to Craig Walsh and Matt Inlay for another successful Happy Hour!



Fill out the form below to submit your recent event, achievement 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).

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