



WELCOME PACKET

Facilities: (858) 246-1077 or (858) 822-6788

Access and Events: (858) 246-1076

EH&S: (858) 822-6886

Front Desk: (858) 246-1071

UCSD Police: (858) 534-4357

2880 Torrey Pines Scenic Drive, La Jolla, CA 92037-012

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Welcome to the Sanford Consortium for Regenerative Medicine!

The following pages contain key information to make your arrival as seamless as possible. Should you have any questions along the way, please do not hesitate to contact Sanford Consortium Facilities at (858) 822-6788 or (858) 246-1071.

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WELCOME

The bullet points below will help to address all your needs and questions. Please visit the Sanford Consortium intranet page (www.sanfordconsortiumintranet.com) for additional building information.

I. SETTLING IN: The First Things to Do

1. Ensure your PI or Lab Manager has sent your signed mandatory building access form to Sara Torkzadeh at **s.torkzadeh@sanfordconsortium.org**. Once your signed form is received, visit the Sanford Consortium front desk in the first-floor lobby between 9:00 AM and 5:00 PM to have your photo taken and receive your access badge.
2. If you need to obtain a key to your office, please contact Johnnie Parks at **jparks@sanfordconsortium.org**.
3. For any parking inquiries, please contact Sara Torkzadeh at **s.torkzadeh@sanfordconsortium.org**.
4. Orient yourself with your immediate environment, bathrooms, kitchen, break areas, etc. Familiarize yourself with the building escape routes; fire exits and stairways, which are shown on the Emergency Exit Plans posted throughout the building.

II. TECHNOLOGY

1. Conference Facilities

There are three large conference rooms, two smaller conference rooms, and three meeting rooms available to book at the Sanford Consortium. If you encounter any issues with AV, please contact the front desk at (858) 246 – 1071 or SCRM Facilities at (858) 822 – 6788.

- a. Conference spaces should be reserved before use at <http://www.sanfordmeetingreservations.com/>. The scheduling site provides brief descriptions, photographs, and room phone numbers of each space. Please remember to cancel any reservations you no longer need as a courtesy to others who may be interested in using the space.
- b. For reservations in the Roth Auditorium and/or Divisible Conference Room, please contact Sara Torkzadeh at **s.torkzadeh@sanfordconsortium.org**.
- c. Video conferencing capabilities are available in each of the larger conference rooms, along with instructions on how to connect.

- d. Polycom (conference) phones are in each conference space. Each phone is labeled with the assigned phone number. Phone details can be found at <http://blink.ucsd.edu/technology/phones/conference/digital.html#2.-Add-the-second-person>

2. Phones

There are two analog phones per lab space. Each phone is labeled with their assigned number. To make local calls, you must dial 8 first (e.g. 8+ 858-xxx-xxxx, or 8+ 619-xxx-xxxx, or 8+ 760-xxx-xxxx).

To connect with a UCSD or Sanford Consortium phone, only dial the last five digits of the number. Many offices are equipped with digital phones, to learn more about that phone please visit: <http://blink.ucsd.edu/technology/phones/desk/index.html>

If you are experiencing issues with your phone, please contact the ACT Help Desk at (858) 534-1853.

- a. All UCSD personnel may submit their own Customer Service Requests (CSR) to Telecom to request data activation and changes as well as phone activation, deactivation, and service changes.
- b. All non-UCSD personnel may submit their phone and data requests to Sara Torkzadeh at s.torkzadeh@sanfordconsortium.org.

3. Bizhubs

Each floor has a common use Copier/Printer/Fax machine (“Bizhub”) located at the southern end of the corridor. Every lab has been provided with a passcode that allows user access. Please visit www.sanfordbizhub.com to install the necessary driver for your computer. The fax numbers are as follows:

1st Floor: (858) 246-1489

2nd Floor: (858) 246-1575

3rd Floor: (858) 246-1579

4th Floor: (858) 246-1586

Currently there are no fees associated with the use of these machines. If you are experiencing issues with the machine, please contact Lee Soria at sanfordit@sanfordconsortium.org.

4. Information Technology

General IT support is provided by Lee Soria (sanfordit@sanfordconsortium.org). For UCSD personnel please know that the ACT help desk is still available to you and should be contacted first to obtain a work ticket number that you can then provide to Lee Soria for follow-up if necessary.

If you are seeing widespread internet outages, cannot access multiple websites, cannot reach home institution resources or cannot use wireless, call the UCSD ACT Help Desk at (858) 246 - 4357.

The Sanford Consortium building is on the UCSD network. Regular UCSD network users will have no troubles. If you have moved from an institution other than UCSD, you will be on the UCSD IP space but will be able to access private IP space (storage servers, IP phones etc.) in your home institution.

For wireless use:

- UCSD users should continue to use the UCSD-PROTECTED network.
- Non-UCSD users should use UCSD-SCRM. To configure your computer for UCSD-SCRM, follow the instructions at <https://blink.ucsd.edu/go/wireless> for “Access for faculty, staff, and students: UCSD-PROTECTED” but substitute the “UCSD-SCRM” SSID. You must obtain a UCSD Active Directory username and password from your IT support person.
- Guests and visitors may use UCSD-GUEST, which has somewhat limited capabilities.

For wired and wireless use:

- Your computer must be registered with the UCSD Hostmaster prior to your move. Your IT support will help with this process. If you are having difficulty, you may contact Lee Soria at sanfordit@sanfordconsortium.org, however, your internal IT department should be contacted first. General information on connecting computers to UCSD’s network is available at:

<https://blink.ucsd.edu/technology/network/connections/on-campus/index.html>

UCSD departments who lack local computing support but need desktop support in the new location may work with ACMS’ Desktop Support at <https://desktop.ucsd.edu> to obtain recharge-based assistance.

Cyber Security - Computer Requirements:

- All labs at SCRM are required to enroll lab members in the UCSD Cybersecurity Certification for Research (CCR) program: UC San Diego's Office of Information Assurance instituted the Cybersecurity Certification for Research (CCR) process in 2020 to help secure research assets. Self-certification will be required on a 3-year basis. <https://blink.ucsd.edu/technology/security/certification/index.html>
- All computers on the UCSD network are required to install the campus provided UCSD Antivirus software package. Please contact UCSD IT directly for the anti-malware and vulnerability identification software download link at (858) 246 – 4356 or **servicedesk@ucsd.edu**.
- UCSD Antivirus should be installed on all computer desktops, laptops, workstations, and servers. Please install on all operating systems such as Windows, Mac, and Linux.

For Apple operating systems, please update regularly by allowing automated operating system updates/upgrades. Please update to the latest Apple Operating System your hardware will allow. Back up your computer regularly.

- All Lab PC's running Windows are required to run Windows 11 or higher.
- Windows 7, Vista, and XP are no longer supported, and are not allowed on the network.
- Please turn off Windows Remote Desktop, unless required by your Institution's IT Department. Please restrict access by IP.

Minimum Operating System Requirements:

<https://resnet.ucsd.edu/general/requirements.html#Windows>

Minimum Network Security Standards:

<https://blink.ucsd.edu/technology/security/policies/standards.html>

III. FACILITIES

1. Keys/Access

Office keys will only be issued upon request. Please make requests three days prior to the desired date of receipt to Johnnie Parks (jparks@sanfordconsortium.org). Building access is regulated by an electronic access control system. All residents of the building must have their access badge to gain access to the building. Badge requests can be sent to Sara Torkzadeh at s.torkzadeh@sanfordconsortium.org or Ellie Frantz at efrantz@sanfordconsortium.org.

2. Building Hours

Everyone will be granted general access to the perimeter of the building. General facility access is available from 7:00am to 5:00pm. For security purposes, access to the building outside of regular hours will be granted using badge access and a predetermined four-digit PIN.

Vivarium access will need authorized approval before access is granted.

3. Parking

New parking management procedures will take effect on January 1, 2026. All eligible Sanford Consortium building users will be required to register their vehicle and obtain a virtual SCRM Parking Permit linked to their license plate. Registration is required to park in both the East (P385) and West (P384) lots seven days a week.

Undergraduates, volunteers, and visitors must pay the applicable visitor parking fee.

Parking enforcement will utilize License Plate Recognition (LPR) technology. ACE Parking will manage enforcement, including citations for unauthorized vehicles and towing for repeated violations.

Parking permits are available only to individuals who:

- Are resident faculty, postdocs, graduate students, or full-time lab/department staff with valid building access;
- Are authorized by their Lab or Department Head; and
- Have registered their vehicle with SCRM.

Eligible parkers may register up to two vehicles, though only one vehicle may be onsite at a time. Vehicle information must remain accurate; incorrect or outdated details may result in citations. Parking eligibility will be revoked if building access is lost.

Citations:

All citations and towing in SCRM lots are handled directly by ACE Parking. Sanford Consortium is not responsible for citations issued.

ADA Parking:

In compliance with the Americans with Disabilities Act (ADA), twenty-one accessible parking spaces are available in the East (P385) lot.

For any questions regarding parking, please contact Ellie Frantz at **efrantz@sanfordconsortum.org** or Sara Torkzadeh at **s.torkzadeh@sanfordconsortum.org**.

4. Breakrooms/Kitchens

Please enjoy these areas that are designated for your use. Each kitchen is equipped with filtered water, a refrigerator, and a microwave. As a courtesy to all, please leave the break rooms clean after every use. Every Wednesday the refrigerators will be cleaned out of open leftover food.

5. Café

The Bella – Espresso & Cocktail Lounge is open to the public and is located on the second-floor terrace.

Hours of Operation:

Monday: 8:00am - 2:00pm

Tuesday - Friday: 8:00am - 6:00pm

Saturday: 8:00am - 2:00pm

Sunday: CLOSED

You can visit their website at <https://the-bella.com/>

6. Loading Dock/Deliveries

Most packages / shipments (FedEx, UPS, Oracle Procurement, etc.) will be delivered to the rear loading dock accessible off North Torrey Pines Road between the hours of 6:30am and 3:00pm. These packages will be delivered to the designated labs based off the shipping label. Please ensure that your contact and delivery information is correct upon purchasing any shipments.

- For any questions about deliveries please contact Johnnie Parks at **jparks@sanfordconsortium.org**.
- Please inform ahead of time if you are expecting any packages that need special attention.
- If you would like to schedule a FedEx pick up, all outgoing packages need to be in the loading dock by 2:00pm for same day pickup. Please notify that you have an outgoing package to either Reed Simmons at **rsimmons@sanfordconsortium.org**, Johnnie Parks at **jparks@sanfordconsortium.org**.

7. Mail Services

The centralized mailroom is on the first floor located past the lobby. Small parcels from USPS will typically be delivered to the mail room (room 1316) located on the first floor.

UCSD personnel may use the Desktop Shipping app to prepare and send FedEx. It will create a shipping label and charge the index number that you provided.

Domestic and Interoffice (within UCSD) mail can be sent and received through the mail room as well. There are separate mailboxes labeled 'outgoing interoffice mail' and outgoing stamped mail'. Please note that you may use an index number in place of a stamp, however, this must be placed in the 'outgoing interoffice mailbox'. UCSD mail services will then charge your index for the stamp and send out your mail.

8. Smoking Policy

The Consortium is a Non-Smoking Facility. There are no designated smoking areas.

9. Maintenance Requests

For any questions or requests for repairs, maintenance and all other related work orders please contact Wally Shand at **wshand@sanfordconsortium.org** or Johnnie Parks at **jparks@sanfordconsortium.org**.

www.sanfordworkrequests.com

10. Lactation Room

Two designated lactation rooms have been established for nursing mothers' privacy and comfort. The main lactation facility is located on the first floor within the Main Lobby Women's restroom, which is equipped with a lounge chair, a small table, and day use lockers. There is also a mini fridge for day use and storage. The second room is located on the second floor in room 2316 equipped with a lounge chair and mini fridge. Lactation spaces should be reserved before use at:

<http://www.sanfordmeetingreservations.com/booking>

IV. ENVIRONMENTAL HEALTH AND SAFETY

Brian James is the EH&S representative for the Sanford Consortium's Building. He can be contacted via email at **b1james@ucsd.edu** or by phone, (858) 263-9390. There are many great resources on <http://blink.ucsd.edu/sponsor/EHS/index.html> regarding environmental health and safety.

1. Waste

Two bio-hazard barrels have been distributed to each lab where red bags are to be deposited. Labs are responsible for purchasing the red bags via their home institution. Please do not allow contents of the bin to hinder the lid from closing securely. Contents may be emptied in the bio-hazard closet in the facilities area. Should you need access to the facilities area please have your PI or lab manager send a request to Johnnie Parks at **jparks@sanfordconsortium.org** or Sara Torkzadeh at **s.torkzadeh@sanfordconsortium.org**.

2. Lab Coats

EH&S has issued a UCSD lab coat policy that will be followed at the Sanford Site. For questions about use of or how to obtain a lab coat please contact, Ranjit Buch with EH&S at **r2buch@ucsd.edu** or refer to this link:

<https://blink.ucsd.edu/safety/occupational/PPE/lab-ppe.html#campus-lab-coat-laundry-process>

V. BUILDING SERVICES/UTILITIES

General core building services and utilities are as follows:

1. Glass Wash

The first floor features a large-volume glass washroom equipped with four glass washers and two large autoclaves. The LERs on the second, third, and fourth floors each have a self-serve autoclave for small glassware needs. If you have issues with the equipment, please contact Facilities.

2. “Freezer Farm”

The 1st floor supports a large freezer farm. Each LER supports in-use freezer and equipment needs.

3. Ice Machines

Ice Flaker Machines are located in each LER and are for common use. Dry Ice bins are located at the North end of each floor, and in room B034 in the basement. The bins are replenished twice a week. Please contact facilities, Wally Shand at **wshand@sanfordconsortium.org** or Johnnie Parks at **jparks@sanfordconsortium.org** should you notice a bin is running low or is empty.

4. House Utilities

LN2, Co2, Lab Vacuum and Lab Air are all piped to bulk house systems. Specialty gases will need to be ordered on an as needed basis by labs.

5. DI Water

DI water is supplied at the lab sinks. The water polisher is available in the first-floor washroom.

6. Defrost Freezers

Two -20°C freezers and two -80°C freezers are available as backups in case of an emergency or if you need to defrost your unit. To schedule a freezer for use during defrosting, please contact Johnnie Parks at jparks@sanfordconsortium.org or Wally Shand at wshand@sanfordconsortium.org.

Please arrange a time with Johnnie Parks if you plan to move any freezers.

7. List Serves

The building maintains two listservs, an email-based mailing list system that allows individuals to subscribe to and receive messages amongst the building. The SCRM Science listserv (scrm_science@mail-list.com) is for science-related questions, activities, assistance, etc. and one for non-science related announcements (scrm_post@mail-list.com) like facility updates, events, and general community news. To obtain access to either list please contact:

Lee Soria at sanfordit@sanfordconsortium.org

or

Sara Torkzadeh at s.torkzadeh@sanfordconsortium.org

VI. EMERGENCY & EVACUATION PROCEDURES

An Emergency Evacuation Plan can be found on the Sanford Consortium Intranet page (www.sanfordconsortiumintranet.com). It is located under the Emergency Response Plan section. More emergency information be found on the Sanford Consortium website, [Emergency Information | Sanford Consortium](#) .

Should you have any questions or concerns regarding the building, please do not hesitate to call Facilities at, (858) 822-6788 or (858) 246-1071.