

Life Sciences & Bioengineering Center

User Guide

Emergencies

Fire Alarm

Immediately exit the building using the stairwells. Do not use the elevators. Meet in the LSBC Visitor parking lot.

Facility Emergencies

(water leaks, freezer alarms, gas leaks or odors, etc.)

Business hours – contact Eric Sabacinski erics@wpi.edu (ext. 4117 or cell 508 450-8240). If Eric is unavailable please contact Campus Police.

After hours - call Campus Police (ext. 5433) and they will dispatch facilities.

Gas Storage Room Alarm

Do not enter the gas storage room if the alarm or warning light have been activated. Leave the loading dock immediately.

Medical Emergencies

Call the Campus Police Emergency line (ext. 5555).

Building Safety

Non-authorized Individuals

If you see a suspicious person in the building please call the Campus Police Emergency line (ext. 5555)

Lab Safety

Gloves

Gloves cannot be worn outside of the lab area. Do not wear gloves when you go to the kitchen, bathroom, or any other area outside of the lab area.

Gas Storage Room

At least two individuals should pick up and drop off tanks from the gas storage room. One should remain outside the room and hold the door open. Please make sure that the gas storage door remains open while anyone is in the room.

ID Card/Lab Access

Do not let anyone into the lab that does not have an ID card. Everyone that enters the lab must scan in with their ID card. If your card is not working please see your Department Administrative Assistant. Do not escort anyone into the labs instead contact the appropriate person and have them meet them outside the lab.

Lab Coats

Please contact your department regarding ordering lab coats.

Proper Lab Attire

No open toe shoes, shorts or tank tops are allowed in the labs.

Safety Glasses

If you are in a lab you are required to wear safety glasses. Principal investigators and lab supervisors are directly responsible for the safety of everyone who works in their lab area, and must assure that eye protection is available and used. Normal prescription eyeglasses are not safety glasses and do not provide adequate eye protection in the lab.

Transporting Chemicals

When moving chemical or biological containers, always use a secondary container to prevent spills from spreading.

Eating and Drinking

Eating and drinking is not allowed in the lab area. Utilize the kitchen area for these activities

Safety Questions and Issues

Please contact Daniel Sarachick dtsarachick@wpi.edu (ext. 5298) if you have any safety questions or issues.

Safety Training

All researchers (including all faculty, staff and students) must receive lab safety training prior to commencing lab work. For immediate lab access the research must take the online training in myWPI (<http://www.wpi.edu/offices/safety/online.html>). The researcher will then be required to attend an in-person lab safety training session, which are held monthly. Lab safety training must then be taken on an annual basis.

Transporting Gas tanks

When transporting gas tanks in the elevator have one person put the gas in the elevator and then send the unoccupied elevator up to the proper floor. Then have another person remove the gas from the elevator.

Equipment**Autoclave & Glass washer**

Business hours – contact Daryl Johnson drjohnson@wpi.edu (ext. 6784 or cell 774 364-2747)

After hours - contact Daryl Johnson drjohnson@wpi.edu (ext. 6784 or cell 774 364-2747), Eric Sabacinski erics@wpi.edu (ext. 4117 or cell 508 450-8240) or Andy Butler abutler@wpi.edu (ext. 6634 or cell 774 823-4294)

Core Equipment repairs

Business hours – contact Eric Sabacinski erics@wpi.edu (ext. 4117 or cell 508 450-8240) or Andy Butler abutler@wpi.edu (ext. 6634 or cell 774 823-4294)

After hours - email Eric Sabacinski erics@wpi.edu (ext. 4117 or cell 508 450-8240), Andy Butler abutler@wpi.edu (ext. 6634 or cell 774 823-4294) or Elizabeth Stepien estepien@wpi.edu (ext. 6800 or cell 774 364-4257)

Facility Access

Card Access

CBC, BME, BBT, CHE & Physics please contact your Department Administrative Assistant for access requests. Tenant companies should contact Elizabeth Stepien for access requests. Please contact Elizabeth Stepien estepien@wpi.edu (ext. 6800) for all Vivarium and Clean Room access issues and requests. When an employee or student is no longer working in the LSBC the Department Administrative Assistants will notify campuscardaccess@wpi.edu to remove access from the LSBC.

Gateway Parking Garage

CBC, BME, BBT, CHE & Physics please contact your Department Administrative Assistant for parking permits. Tenant companies should contact Campus Police for parking permits. When an employee or student is no longer working in the LSBC the Department Administrative Assistants will notify campuscardaccess@wpi.edu to remove access from the Gateway Parking Garage.

Facility

Custodial Issues

Please leave a note in the custodian's mailbox on the 3rd floor for everyday issues. For larger issues please contact Eric Sabacinski and he will create a work order. For issues that need immediate attention please contact Eric during business hours or Campus Police after hours.

Coffee

To purchase coffee please see Elizabeth Stepien in room 3013.

Copy machines (3rd & 4th floor)

Contact Elizabeth Stepien estepien@wpi.edu (ext. 6800) with any copier issues or to order toner.

Facility Issues (Non-emergency)

Contact Eric Sabacinski erics@wpi.edu (ext. 4117 or cell 508 450-8240)

Four Winds TV System

The Four Winds System displays ppt slides on the TV in the Gateway Lobby. When creating a slide for the Four Winds system please select Design, Page Setup, Under Slides sized for: please select On-screen Show (16.9). Please include the event date on the name of your slide. Please email your slide to Elizabeth Stepien and she will upload your slide to the Four Winds system.

Guest Wireless Access

If you would need a one-day pass for Guest Wireless Access please contact your Department Administrative Assistant.

LSBC Conference Rooms

All conference room reservations should be booked using the campus 25 Live web view scheduler.

Room #	Seating Capacity	Room Configuration	Phone
3101	10	Conference Table	4127
4101	10	Conference Table	4128
4104	14 – 16	Conference Table	4167
1002	90	Classroom	
Private Rooms – Not on R25			
*2233	12	Conference Table	4147
**3011	10-12	Conference Table	
ACD 1050	14 – 16	Conference Table	2280
ACD 240	8 – 10	Conference Table	4107

*Please note because of the location of GP2233 is only available for use by LSBC research staff (faculty, post-docs and grad students), who already have access to the second floor labs. It is not available to visitors, undergrads, MBI companies or ACD/CPE groups in the building. Also, this it should also only be used as a back-up when there are no other conference rooms available.

**Please note GP3011 is only available for use by LSBC Academic Departments and LSBC staff. Please contact your Departments Administrative Assistant to reserve this room.

LSBC Email Alias Lists

gatewaydepartments@wpi.edu All :LSBC Faculty, Staff, Research Staff , Grad Students, ACD & CPE.
gatewayresearchdepartments@wpi.edu LSBC Research Departments
gatewayfaculty@wpi.edu LSBC Faculty
gatewaytenants@wpi.edu LSBC Tenant Companies
gatewaycommunity@WPI.EDU Gateway I, Gateway II & 85 Prescott Street

LSBC Shared Facilities

BioProcess Center

<http://www.wpi.edu/Admin/LSBC/bp-center.html>

Instrumentation Core

<http://www.wpi.edu/Admin/LSBC/analytical-instrumentation.html>

Microscopy/Imaging Core

<http://www.wpi.edu/Admin/LSBC/micros358.html>

Vivarium Core

<http://www.wpi.edu/Admin/LSBC/vivarium.html>

LSBC Staff

Associate Director, LSBC Core Facilities and Operations-

Andy Butler abutler@wpi.edu (ext. 6634)

Administrative Assistant VI/IACUC Coordinator – Elizabeth

Stepien estepien@wpi.edu (ext. 6800)

Histology Technologist – Hans Snyder hbsnyder@wpi.edu
(ext. 4985)

Instrumentation Core Technician – Daryl Johnson

drjohnson@wpi.edu (ext. 6784)

Microscopy/Imaging, Senior Manager, LSBC Core Facility–

Victoria Huntress huntress@wpi.edu (ext. 4125)

Operations Manager – Eric Sabacinski erics@wpi.edu

(ext. 4117)

Vivarium Operations Manager – Miguel Norden

menorden@wpi.edu (ext. 4159)

Shipping and Receiving

Incoming Packages should be delivered to 60 Prescott Street, Worcester, MA 01605. Please make sure that the individuals name and department are included.

US Mail should be addressed to 100 Institute Road, Worcester, MA 01609. Please make sure that the individuals name and department are included.

Outgoing UPS Packages – Please see Eric Sabacinski for all outgoing shipments. You must complete a WPI UPS shipping form in order to ship a package through Eric. **This form must include credit card information or the Departments UPS account #.**