

UCSF Emergency/Safety Contact Numbers

Police-Fire-Medical	Emergency	9-911
UCSF Police	Non-Emergency	415-476-1414
Needlestick Hotline (24HR)	BBP Exposure	415-353-7842

Diller/UCSF Facilities Contact Numbers

Adele Dow	Facilities & Rsch Supp Svcs Mgr	415-514-0272
Ovidio Velasquez	Diller Facilities Support	415-514-3413
Will Toomey	Diller General Lab Manager	415-502-3599
Efreem King	LARC Supervisor	415-514-9781
Peili Zhu	Biosafety Officer (Campus)	415-514-2824
EHS Specialists	EHS Representatives in Diller	415-476-1300
Diller Front Desk	Security Station (7AM-9PM M-F)	415-514-4975
Facilities Mgmt	24hr Building Engineering Services	415-476-2021

Diller Quick Start Guide

Personal UCSF Contact Information

UCSF Phone Number: _____ Email: _____ Employee ID Number: _____

Start Up Fund/Chart String (for your reference - moving expenses/new equipment/service requests)

Speedtype: _____ Dept ID: _____ Fund: _____ Project: _____ Activity Period: _____ Function: _____

Mailing/Building Information

Building Address
UCSF Helen Diller Research Building
1450 Third Street
San Francisco CA 94143
Mail Box Code ([varies by department](#))
(FedEx/UPS/Other use 94158 as zip code)

Hours of Operation
8AM-6PM; badge required for after hours access (internal/external doors)

Emergency Assembly Area:
S. Mission Bay Blvd/3rd St.

UCSF Billing Address
University of California San Francisco
Accounts Payable - Box 0812
1855 Folsom St., Rm. 425
San Francisco, CA 94143-0812
(Billing Questions Call 415-476-2126)

Select Laboratory Orientation/Training Checklist

[My Access](#)

[Laboratory Hazard Assessment \(LHAT\)*](#)

[EHS Laboratory Safety Orientation Form](#)

[Additional Lab Resource Webpage](#)

[UC Learning Center](#)

[Registrations/RIO \(Research Information Online\)](#)
- If Applicable -

<input type="checkbox"/> Laboratory Safety for Researchers	<input type="checkbox"/> BUA*	<input type="checkbox"/> IACUC*
<input type="checkbox"/> Biosafety Training	<input type="checkbox"/> CUA/PHC*	<input type="checkbox"/> RUA*
<input type="checkbox"/> Bloodborne Pathogen	Other: _____	

* Indicates PI/Lab Manager/Delegate required to add you to Lab Roster/User Agreement prior to use

Please note all trainings will require MyAccess Login and/or Employee ID; Unsure of which trainings are required?
['EH&S List of safety trainings'](#) ['What training is needed?'](#)

Diller Laboratory & Services Overview

Diller Laboratory Shared Resources - Autoclave/Glasswash collection twice a day; Four Millipore DI water units per floor; Two locations of Dry Ice/Flaked Ice per floor; One Spill Kit per floor; Papertowels/Soap provided at each lab sink.

Diller Shared Equipment - Include Centrifuges, Imaging Systems, Film Processors, Spectrometers and more; contact [Will Toomey](#).

Diller Central CO2 - CO2 delivery system pipes CO2 to each Tissue Culture room; billed per incubator; managed by facilities services

Biohazard Waste Collection - Waste must be placed in designated containers, collected regularly by EHS technician regularly

Freezer Alarms - Available throughout labs for temperature monitoring of Freezers etc, UCPD monitors. Installation fees apply.

Custodial Services - Labs serviced nightly, TC rooms weekly - mop only; garbage, recycling, compost, styrofoam collections from lab.

Diller Building & Offices Overview

Diller Conference Rooms - Six rooms available for reservation, projector/screen; recurring meetings limited to six months.

Document Shredding Service - Drop boxes for shredding of confidential documents located on each floor.

Diller Copier/Printers - Two Printers available on each floor, contact [Campus Print Management Program](#) to set up Account.

Diller Shared Kitchens - Four kitchens Floors 2-5; serviced daily with Monthly Refrigerator Cleanouts; Vending Machines 1st Floor.

Diller Access/Key Requests - Access Badge Activation and Office Key Requests contact [Ovidio Velasquez](#).

IT Request Website - Phone/Computer/Network/Email requests are submitted via Service Now Website (accessible via [MyAccess](#)).

Contacts/Misc Other Setup Support

BUA Support - [Peili Zhu](#) * LARC Training/Access in Diller - [Efreem King](#) * EHS RIO Support - [Representative](#) * Diller Communication Lists - [Will Toomey](#)