

## Steps to become a CheXray Facility User

1. Take Radiation Producing Machine Training at UC Learning Center online:
  - a. Log in to [blu.berkeley.edu](http://blu.berkeley.edu).
  - b. After logging in, "UC Learning Center" is the last listing under self-service in the left hand column - click on the "UC Learning Center" link to see the catalog.
  - c. Type "EHS 401.2" into the search box at the top of the catalog page and click search.
  - d. Search results will be listed – you should have one result “EHS 401.2 Radiation Safety Training for Users of Radiation Producing Machines.” Click the "Start" button and complete the training.
2. Fill out and submit forms to be added to CheXray Radiation Use Authorizations:
  - a. Obtain “Agreement for Addition to CheXray RPM RUA’s” form from Dr. DiPasquale in person and sign.
  - b. After signing, you will be given another form: a Radiation User Information Record/Request for Addition to RUA (RD-30). Complete all missing information on the forms.
3. Sign up for an account on the CheXray Instrument Time Request System:
  - a. Go to <https://chexscheduler.cchem.berkeley.edu>. Click on the **Create an Account** link at the bottom of the login box. Fill out all of the information as requested. For Phone, please put either your lab phone or cell phone, whichever you would prefer. For Lab, put your PI's name. For Position, put either Grad Student, Post Doc, Staff Scientist, or PI. Your Cal 1 Card ID Number (for entry access to 32 Lewis) and Primary Account Number (10 digit speedtype) are required to register, as well. You will receive a confirmation email to activate your account. Please click on the provided link to activate your account.
  - b. After you are trained and checked out on each individual instrument, your online account will be enabled for signing up for instrument time on that instrument. For now, it allows you to view the facility schedule and receive e-mails for participation in training sessions.
4. Begin facility training:
  - a. You may now begin training to use the facility under the supervision of Dr. DiPasquale (CHEM 208) or an approved facility user in your research group.
  - b. You may not use any of the instrumentation on your own until you go through the instrument check-out procedure by Dr. DiPasquale.