TERMS & CONDITIONS:
Applicant and supervisor must comply with all Terms & Conditions and are responsible for reviewing this sheet prior to applying for this program.

To reduce risk of injury and eliminate the use of non-ergonomic mechanical pipettes in UCSF laboratories, UCSF has an Ergonomics Pipette Fund Reimbursement Program for new ergonomics pipette purchases. The program reimburses employees for approved pipette purchases through either a Simple Purchase Program OR Trade-In Program.

Simple Purchase Program
- Purchase an approved ergonomic pipette and receive 50% reimbursement up to $300 per qualifying employee.

Trade-In Program
- Trade-in your non-ergonomic mechanical pipette to purchase an approved ergonomic pipette at a discounted price and receive 100% reimbursement up to $300 per qualifying employee.

Qualifications:
1) All applicants must be a current UCSF Campus Employee with an active staff or academic title. Contact your department HR Generalist for questions about employment status.
2) All participating employees must complete the online Laboratory Ergonomics Training found on the UC Learning Center (https://learningcenter.ucsfmedicalcenter.org/). Search for ‘Ergonomics: Laboratory Training’.
3) All participating employees must complete the Laboratory Ergonomics Self-Evaluation which can be found on the UCSF Ergonomics Program website.
4) The pipettes must be from the approved list and purchased through the vendors listed.
5) Pipettes must be used on UCSF Campus and remain UCSF property upon employee’s departure.

Funding Restrictions:
- This program applies to existing labs only. New labs are excluded from this program.
- Only pipette purchases are eligible for the program. Accessories and supplies are not eligible for this program.
- Program applies to purchases of single pipettes only.

Funding Limits and Deadlines:
- Funds are available to subsidize 50% or 100% of approved ergonomics pipette purchases not to exceed $300 per qualifying employee. Reimbursement application must be submitted within 60 calendar days of purchase.
- This program is effective until limited funds are depleted.
- Applications will be considered on a first-come, first-served basis.
- Reimbursement will be denied when applications are incomplete and will need to be resubmitted.
- If applying as a group, limit of one pipette per person still applies. Funding limits may apply for groups.

Application Procedures:
1) Applicant ensures eligibility and completes required training and self-evaluation.
2) Laboratory purchases the selected ergonomic pipette following usual purchasing procedures.
3) You can apply individually or as a group.
4) Submit ALL of the following information (Incomplete applications will be denied and must be resubmitted.):
   - a. Completed Reimbursement Form and 
   - b. Copy of the Laboratory Ergonomics Training Certificate and 
   - c. Copy of the Ergonomics Evaluation Report or Laboratory Ergonomics Self Evaluation and 
   - d. Copy of the invoice and 
   - e. Copy of the delivery receipt
   * All copies must be single sided.
   * Application package is best scanned and emailed, but inter-office mail is also accepted.

Submit all of your information to the UCSF EH&S Ergonomics Program:
Scan & Email: (preferred) ergonomics@ucsf.edu Inter-office Mail: ergonomics@ucsf.edu Box 2117

5) Applications will be reviewed by the Senior Ergonomist and approved based on fund availability.
6) Applications are processed at the end of each month.
7) Approved applications are sent to Finance; the allowed amount will be reimbursed using the provided fund information (chartstring or SpeedType). Fund transfers typically occur after 60-120 days. Status updates are not available. Applicants will be contacted directly only if there is a problem regarding the application.
Pipettes:
The following pipettes have been selected for their ergonomics features. They are single or multi-channel, air displaced or electronic. Select your new pipette wisely. We strongly suggest that you try them prior to purchasing. All pipettes are available for demo; please contact the manufacturer’s or distributor’s representative.

<table>
<thead>
<tr>
<th>Manufacturers</th>
<th>Models</th>
<th>Manufacturer/Distributor Representative</th>
<th>Vendors</th>
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<tbody>
<tr>
<td>Sartorius</td>
<td>mLine</td>
<td>Karen Reinstein <a href="mailto:karen.reinstein@sartorius.com">karen.reinstein@sartorius.com</a> 732-233-6684</td>
<td>Fisher, Pipette.com, VWR</td>
</tr>
<tr>
<td></td>
<td>eLine</td>
<td>Chuck Locke <a href="mailto:clocke@drummondsci.com">clocke@drummondsci.com</a> 610-353-0200</td>
<td>Fisher, Bio-Express, Pipette.com</td>
</tr>
<tr>
<td>Drummond</td>
<td>Drummond</td>
<td>George Serrano <a href="mailto:george@advancedpipetting.com">george@advancedpipetting.com</a> 858-361-2617</td>
<td>Pipette.com</td>
</tr>
<tr>
<td>CAPP</td>
<td>16 channel</td>
<td>Sarah Johnson <a href="mailto:johnson.s@eppendorf.com">johnson.s@eppendorf.com</a> 925-334-1294</td>
<td>Fisher, Pipette.com, VWR, Bio Express</td>
</tr>
<tr>
<td>Eppendorf</td>
<td>Research Plus</td>
<td>Tony Fong <a href="mailto:tfong@Gilson.com">tfong@Gilson.com</a> 608-287-6016</td>
<td>Manufacturer’s rep, Pipette.com</td>
</tr>
<tr>
<td></td>
<td>Research Xplorer</td>
<td>John McShane <a href="mailto:john.mcshane@thermofisher.com">john.mcshane@thermofisher.com</a> 610-205-8074</td>
<td>Manufacturer’s rep, Pipette.com</td>
</tr>
<tr>
<td>Rainin</td>
<td>All pipettes with LTS</td>
<td>Sharon Gill <a href="mailto:sharon.gill@thermofisher.com">sharon.gill@thermofisher.com</a> 408-203-9605</td>
<td>Manufacturer’s rep, Pipette.com</td>
</tr>
<tr>
<td>Thermo Scientific</td>
<td>Finnpipette Novus</td>
<td>Joe Tracy <a href="mailto:jtracy@vistalab.com">jtracy@vistalab.com</a> 619-895-6865</td>
<td>Fisher, Pipette.com, VWR</td>
</tr>
<tr>
<td>Vista Lab</td>
<td>Ovation single non-axial</td>
<td>Billi Drake <a href="mailto:bdrake@bioexpress.com">bdrake@bioexpress.com</a> 925-586-7941</td>
<td>Shauna Clizbe <a href="mailto:shauna@pipette.com">shauna@pipette.com</a> (858) 337-3769</td>
</tr>
<tr>
<td></td>
<td>Ovation multichannel non-axial pipettes</td>
<td>Kristen Duncan <a href="mailto:kristen_duncan@vwr.com">kristen_duncan@vwr.com</a> 707-225-4283</td>
<td>For Parnassus: Kristen Duncan <a href="mailto:kristen_duncan@vwr.com">kristen_duncan@vwr.com</a> 707-225-4283</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michelle Ohlson <a href="mailto:michelle_ohlson@vwr.com">michelle_ohlson@vwr.com</a> 530-410-7669</td>
<td>For Mission Bay, SFGH, China Basin &amp; other locations: Michelle Ohlson <a href="mailto:michelle_ohlson@vwr.com">michelle_ohlson@vwr.com</a> 530-410-7669</td>
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Pipettes Purchase: Laboratory should purchase the selected ergonomic pipette following usual purchasing procedures with one of the preferred vendors.

<table>
<thead>
<tr>
<th>VENDOR CONTACT INFORMATION</th>
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<tbody>
<tr>
<td>Fisher</td>
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<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>For Mission Bay, SFGH, China Basin &amp; other locations: Michael Karr <a href="mailto:michael.karr@thermofisher.com">michael.karr@thermofisher.com</a> (415) 225-5937</td>
</tr>
<tr>
<td>For Nazzal, Mount Zion &amp; Laurel Heights: Eddie Nazzal <a href="mailto:eddie.nazzal@thermofisher.com">eddie.nazzal@thermofisher.com</a> (415) 336-0516</td>
</tr>
</tbody>
</table>
FAQ

Can we apply as a group? or individually?
The application form allows for individual or group application. If applying as a group, each participant must complete the online training and self-evaluation. Each member of the group must purchase pipettes under the same Chart of Accounts.
If applying as a group, limit of one pipette per person still applies. Funding limits may apply for large groups.

The pipette I want to buy is not on the selected list. What should I do?
Alternative pipettes’ eligibility may be considered, on a case-by-case basis, after evaluation and pre-authorization by the Senior Ergonomist. If you would like to have an alternative pipette evaluated for the reimbursement program, please contact the UCSF Ergonomics Program (ergonomics@ucsf.edu).

Why is there a higher reimbursement if I trade in a pipette?
The best way to reduce pipetting injuries is often to remove non-ergonomic devices from the laboratories, hence the trade-in.

What if I do not want to trade in a pipette, or do not have a pipette to trade in?
You can still benefit from a 50% reimbursement up to $300 per eligible employee.

What if our laboratory shares equipment and the equipment is not assigned to a specific employee?
You can still participate in the program. Contact the UCSF Ergonomics Program (ergonomics@ucsf.edu) for details.

I am a graduate student and receive a stipend, but do not hold an active staff or academic title. Am I still eligible?
No, only current UCSF Campus employees with an active staff or academic title are eligible for this program. For more information about support and resources for students at UCSF, see http://graduate.ucsf.edu/resources.

How do I print my training certificate?
To print a copy of your training certificate, follow the next few steps:
- Log in to the UC Learning Center
- Click on the “Training Transcript” link under the “Quick Links” menu.
- Click on “Ergonomics: Laboratory Training” activity link
- Click on Diploma/Certificate icon in the “Activity Details” table.

How do I get a copy of my application or copies of supporting documentation?
Employees and departments are responsible for maintaining copies of all applications and supporting documentation, including invoices.

Questions?
Contact ergonomics@ucsf.edu or see ergonomics.ucsf.edu for more information.