Department of Neuroscience
Personnel Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Cell Phone</th>
<th>Home Phone</th>
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<table>
<thead>
<tr>
<th>Street Address/Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Date of Birth (MMDDYYYY)</th>
<th>UA Email</th>
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<thead>
<tr>
<th>Net ID</th>
<th>Student/Empl ID</th>
<th>CatCard #</th>
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Emergency Contact Information

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship</th>
<th>Cell Phone</th>
<th>Home Phone</th>
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Position Information

Enter a Position Type:
(Faculty, Staff, PostDoc, Grad Student, Undergrad)

<table>
<thead>
<tr>
<th>Position Title</th>
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Start Date

<table>
<thead>
<tr>
<th>Paid Position or Student Credit</th>
<th>Volunteer Position (Y/N)</th>
<th>Summer Position (Y/N)</th>
<th>Expected End Date</th>
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<tr>
<th>Lab Name</th>
<th>Main Lab Room #</th>
<th>Employee/Student Office #</th>
<th>Lab Phone #</th>
<th>Office Phone #</th>
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</table>
Department Orientation Checklist

Department of Neuroscience

This form MUST be completed and turned in within 3 business days of your start date. Please have your supervisor (or someone designated by your supervisor) go over this information with you.

Name: ___________________________ Start Date: ____________

**Please check box for each item**

<table>
<thead>
<tr>
<th>UA Mandated Orientation/Courses</th>
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| All Personnel: If at any time you anticipate driving a University vehicle or your own vehicle on University business, you must complete the Driver Registration & Motor Vehicle Record Check and the Personal Vehicle Use Form. [https://risk.arizona.edu/forms](https://risk.arizona.edu/forms)  
Date Complete or Enter N/A: ____________________________ |
Date Complete: ____________________________ |
| All Personnel: Preventing Discrimination and Harassment: [http://equity.arizona.edu/training/online-training](http://equity.arizona.edu/training/online-training)  
Date Complete: ____________________________ |
| Staff: UA New Employee Orientation: [https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs](https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs)  
Date Complete: ____________________________ |
| Lab Personnel: Explain the proper use of fire extinguishers by someone who has taken the course, “Fighting Fires with Portable Fire Extinguishers”. Alternatively, require all lab members to take the fire safety course in UAccess Learning. Using your NetID, log into [https://it.arizona.edu/service/uaccess-learning](https://it.arizona.edu/service/uaccess-learning). Search to find by Title: “Fire Safety Awareness” or by Class Code: “1236-0”.  
Date Complete: ____________________________ |
| Lab Personnel: Biosafety Training: [https://rgw.arizona.edu/compliance/RLSS/biosafety-program](https://rgw.arizona.edu/compliance/RLSS/biosafety-program)  
Date Complete: ____________________________ |
| Lab Personnel: Chemical Training: [https://rgw.arizona.edu/compliance/RLSS/chemical-safety](https://rgw.arizona.edu/compliance/RLSS/chemical-safety)  
Date Complete: ____________________________ |
| Lab Personnel: UA Animal Training (if applicable for vertebrate work): [https://rgw.arizona.edu/compliance/IACUC/iacuc-training](https://rgw.arizona.edu/compliance/IACUC/iacuc-training)  
Date Complete or Enter N/A: ____________________________ |
| Lab Personnel: UA Radiation Safety Training (if applicable): [https://rgw.arizona.edu/compliance/RLSS/radiation-safety](https://rgw.arizona.edu/compliance/RLSS/radiation-safety)  
Date Complete or Enter N/A: ____________________________ |

**Department Information & Procedures**

- Department of Neuroscience Website – Click Form Center for information on Orientation & Exit, Travel, Purchasing, Forms & Links, and more. [http://neurosci.arizona.edu/](http://neurosci.arizona.edu/)
- Introduction to administrative staff, faculty, and others; especially those who work in the same hallway. 6th floor photo board.
- Kitchen responsibilities. Follow posted procedures in the kitchens. Always clean up after yourself, and be considerate of others! Put your name and current date on anything you store in the refrigerators.
- Mail is delivered to & sent out from room 611. Add “GS 611” to street address when having something mailed/shipped here.
- Packages are delivered centrally to room 606. If you are expecting one, check 606 daily and sign for it in 611 when you pick it up.
- All are welcome to attend Neuroscience seminars/discussion groups and other Department of Neuroscience activities.
- All keys MUST be returned to Carol/Tracey on your last day of employment.
- Notify administrative office (Tracey) of all problems that require the attention of Facilities Management.
- Purchasing procedures (e.g., receipts!); see purchasing instructions on department website.
- Personal expenses (phone calls, faxes, photocopies, postage, photographic work, etc.) may NOT be charged to any UA accounts!
- Job-application costs (photocopying, postage, FedEx, etc.) are personal expenses and may not be charged to UA accounts.
- For employees earning vacation and/or sick leave: all absences owing to personal or family illness or vacation time must be reported in UAccess during the appropriate pay period.

*Rev 08/28/18*
### Building Safety & Security

- Show the location of the first aid kit(s).
- Location of any specific antidotes for emergency response (i.e., HF acid users need Calcium Gluconate).
- Show the location of all components of the chemical spill kit, and explain how to use each component.
- Personal items (laptops, cell phones, etc.) are NOT covered by UA insurance- YOU are responsible for securing them.
- Unoccupied rooms are to be kept closed at all times. All office, lab, and hallway doors are to be locked after hours and on weekends.
- Do not admit anyone to the building after hours if they do not have a key.
- List locations of:
  - Emergency Showers _____________________;  _____________________;  _____________________;  _____________________
  - Eyewash Stations      _____________________;  _____________________;  _____________________;  _____________________
  - Fire extinguishers (in hallways and some labs)      _____________________;  _____________________;  _____________________
- Fire Alarm procedures and meeting location outside of building.
- Additional Lab security requirements. __________________________________________________________________________

### Lab Information & Procedures

- The University and Laboratory Chemical Hygiene Plans (UCHP & LCHP) are accessible via the RLSS User Dashboard website. [https://rgw.arizona.edu/compliance/RLSS](https://rgw.arizona.edu/compliance/RLSS)
- The hazardous chemical inventory for this approval is found on the RLSS research gateway User Dashboard. Also found in the lab in room ________________.
- Protocols and Chemicals that require prior authorization for use. List: ____________________   ____________________   ____________________   ____________________  __________________
- The Material Safety Data Sheets (MSDSs) for every chemical on the hazardous chemical inventory are found on the RLSS User Dashboard.
- Fume hoods: proper usage and emergency contact. Note the proper level of sash.
- Chemical storage (e.g., small quantities of flammables in “explosion-safe” refrigerators only; no explosives in any refrigerator or cold room) & disposal (no laboratory chemicals in sinks or other drains).
- Location of Designated Areas for Particularly Hazardous Chemical Use
- Other lab-specific items. List tethering gas cylinders, protective casing for glassware evacuation, etc. _____________________;  _____________________;  _____________________;  _____________________
- If working for a DEA registrant, who allows them to dispense/administer drugs, and they will inform the registrant about any drug related arrests or convictions. Signature: ___________________________________.
- No food in lab, cold rooms, or lab refrigerators.
- Disposal boxes for glass, blades, needles, and other ‘sharps’.
- Biohazard disposal pickup must be requested in advance. Pickups are made on the 1st Thursday of each month. [https://rgw.arizona.edu/compliance/rlss/biosafety-program/recombinant-and-biohazardous-waste](https://rgw.arizona.edu/compliance/rlss/biosafety-program/recombinant-and-biohazardous-waste)
- Use of personal protective equipment (PPE).
- Equipment alarms (whom to notify).
- Glassware washer and autoclave use requires training. Please see PI or Tracey.
- Sinks and ice machines in lab areas have non-potable water.
- Lab notebooks/notes belong to the lab and should be retained.
**Business Travel**

- Business travelers are responsible for reviewing department and University travel policies. Travel information is posted on the Neuroscience website under Form Center/Travel Policies and Procedures. Contact Tracey if you have questions.

- **ALL** business travel **MUST** be pre-authorized whether or not expenses will be paid by you or the University. Travel worksheets are available in room 611 or on the Neuroscience website under Form Center/Travel Policies and Procedures. Submit forms (via email) to Tracey **10 days prior to departure for domestic travel** or **30 days prior to departure for international travel**.

- All receipts/requests for reimbursement must be turned in to Tracey within **3 business days of returning from your trip**.

- Consult with Tracey before using a PCard for travel expenses.

- Inclusion of personal days during business travel must be approved in advance by the supervisor and conform to University guidelines.

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By signing below, the employee states that he/she understands all of the information and policies described in this document.

<table>
<thead>
<tr>
<th>Employee/Student’s Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Reviewer’s Signature</td>
<td>Date</td>
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*Keys will not be issued until this document is completed and submitted.*