

Department of Neuroscience

Personnel Information

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Cell Phone</i>	<i>Home Phone</i>
			()	()
<i>Street Address/Apt. #</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Date of Birth (MMDDYYYY)</i>		<i>UA Email</i>		
<i>Net ID</i>	<i>Student/Empl ID</i>	<i>CatCard #</i>		

Emergency Contact Information

<i>Last Name</i>	<i>First Name</i>	<i>Relationship</i>	<i>Cell Phone</i>	<i>Home Phone</i>
			()	()
<i>Last Name</i>	<i>First Name</i>	<i>Relationship</i>	<i>Cell Phone</i>	<i>Home Phone</i>
			()	()
<i>Last Name</i>	<i>First Name</i>	<i>Relationship</i>	<i>Cell Phone</i>	<i>Home Phone</i>
			()	()

Position Information

<i>Enter a Position Type:</i> <i>(Faculty, Staff, PostDoc, Grad Student, Undergrad)</i>		<i>Position Title</i>		
<i>Start Date</i>	<i>Paid Position or Student Credit</i>	<i>Volunteer Position (Y/N)</i>	<i>Summer Position (Y/N)</i>	<i>Expected End Date</i>
<i>Lab Name</i>	<i>Main Lab Room #</i>	<i>Employee/Student Office #</i>	<i>Lab Phone #</i>	<i>Office Phone #</i>

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

Direct Deposit

<input type="checkbox"/>	All Paid Personnel: Have you signed up for direct deposit of your pay? Use this link from Financial Services for Paycheck Information: https://www.fso.arizona.edu/payroll/employees/paycheck-info <i>Date Complete or Enter N/A:</i> _____
--------------------------	---

UA Mandated Orientation/Courses

<input type="checkbox"/>	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 <i>Date Complete or Enter N/A:</i> _____
<input type="checkbox"/>	All Personnel: Read the Nondiscrimination and Anti-Harassment Policy http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy <i>Date Complete:</i> _____
<input type="checkbox"/>	All Personnel: Preventing Discrimination and Harassment: http://equity.arizona.edu/training/online-training <i>Date Complete:</i> _____
<input type="checkbox"/>	All Personnel: Security Awareness Training: https://security.arizona.edu/node/313 <i>Date Complete:</i> _____
<input type="checkbox"/>	Staff: UA New Employee Orientation: https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs <i>Date Complete:</i> _____
<input type="checkbox"/>	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 . Search to find by <u>Title</u> : "Fire Safety Awareness" or by <u>Class Code</u> : "1236-0". <i>Date Complete:</i> _____
<input type="checkbox"/>	Lab Personnel: Biosafety Training: https://rgw.arizona.edu/compliance/RLSS/biosafety-program <i>Date Complete:</i> _____
<input type="checkbox"/>	Lab Personnel: Chemical Training: https://rgw.arizona.edu/compliance/RLSS/chemical-safety <i>Date Complete:</i> _____
<input type="checkbox"/>	Lab Personnel: UA Animal Training (if applicable for vertebrate work): https://rgw.arizona.edu/compliance/IACUC/iacuc-training <i>Date Complete or Enter N/A:</i> _____
<input type="checkbox"/>	Lab Personnel: UA Radiation Safety Training (if applicable): https://rgw.arizona.edu/compliance/RLSS/radiation-safety <i>Date Complete or Enter N/A:</i> _____

Department Information & Procedures

<input type="checkbox"/>	Department of Neuroscience Website – Click Form Center for information on Orientation & Exit, Travel, Purchasing, Forms & Links, and more. http://neurosci.arizona.edu/
<input type="checkbox"/>	Introduction to administrative staff, faculty, and others; especially those who work in the same hallway. 6th floor photo board.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Mail is delivered to & sent out from room 611. Add " GS 611 " to street address when having something mailed/shipped here.
<input type="checkbox"/>	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.
<input type="checkbox"/>	All are welcome to attend Neuroscience seminars/discussion groups and other Department of Neuroscience activities.

<input type="checkbox"/>	All keys MUST be returned to the Key Desk, Carol, or Tracey on your last day of employment.
<input type="checkbox"/>	Notify administrative office (Tracey) of all problems that require the attention of Facilities Management.
<input type="checkbox"/>	Purchasing procedures (e.g., receipts!); see purchasing instructions on department website.
<input type="checkbox"/>	Personal expenses (phone calls, faxes, photocopies, postage, photographic work, etc.) may NOT be charged to any UA accounts!
<input type="checkbox"/>	Job-application costs (photocopying, postage, FedEx, etc.) are personal expenses and may not be charged to UA accounts.
<input type="checkbox"/>	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.

Building Safety & Security

<input type="checkbox"/>	Show the location of the first aid kit(s).
<input type="checkbox"/>	Location of any specific antidotes for emergency response (i.e., HF acid users need Calcium Gluconate).
<input type="checkbox"/>	Show the location of all components of the chemical spill kit, and explain how to use each component.
<input type="checkbox"/>	Personal items (laptops, cell phones, etc.) are NOT covered by UA insurance- YOU are responsible for securing them.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Do not admit anyone to the building after hours if they do not have a key.
<input type="checkbox"/>	List locations of: Emergency Showers _____; _____; _____; _____ Eyewash Stations _____; _____; _____; _____ Fire extinguishers (in hallways and some labs) _____; _____; _____
<input type="checkbox"/>	Fire Alarm procedures and meeting location outside of building.
<input type="checkbox"/>	Additional Lab security requirements. _____

Lab Information & Procedures

<input type="checkbox"/>	The University and Laboratory Chemical Hygiene Plans (UCHP & LCHP) are accessible via the RLSS User Dashboard website. https://rgw.arizona.edu/compliance/RLSS
<input type="checkbox"/>	The hazardous chemical inventory for this approval is found on the RLSS research gateway User Dashboard. Also found in the lab in room _____.
<input type="checkbox"/>	Protocols and Chemicals that require prior authorization for use. List: _____
<input type="checkbox"/>	The Material Safety Data Sheets (MSDSs) for every chemical on the hazardous chemical inventory are found on the RLSS User Dashboard.
<input type="checkbox"/>	Fume hoods: proper usage and emergency contact. Note the proper level of sash.
<input type="checkbox"/>	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).
<input type="checkbox"/>	Location of Designated Areas for Particularly Hazardous Chemical Use
<input type="checkbox"/>	Other lab-specific items. List tethering gas cylinders, protective casing for glassware evacuation, etc. _____
<input type="checkbox"/>	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: _____.
<input type="checkbox"/>	No food in lab, cold rooms, or lab refrigerators.
<input type="checkbox"/>	Disposal boxes for glass, blades, needles, and other 'sharps'.
<input type="checkbox"/>	Biohazard disposal pickup must be requested in advance . Pickups are made on the 1 st Thursday of each month. https://rgw.arizona.edu/compliance/rlss/biosafety-program/recombinant-and-biohazardous-waste
<input type="checkbox"/>	Use of personal protective equipment (PPE).
<input type="checkbox"/>	Equipment alarms (whom to notify).
<input type="checkbox"/>	Glassware washer and autoclave use requires training. Please see PI or Tracey.
<input type="checkbox"/>	Sinks and ice machines in lab areas have non-potable water.
<input type="checkbox"/>	Lab notebooks/notes belong to the lab and should be retained.

Business Travel

<input type="checkbox"/>	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.
<input type="checkbox"/>	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 .
<input type="checkbox"/>	All receipts/requests for reimbursement must be turned in to Tracey within 3 business days of returning from your trip .
<input type="checkbox"/>	Consult with Tracey before using a PCard for travel expenses.
<input type="checkbox"/>	Inclusion of personal days during business travel must be approved in advance by the supervisor and conform to University guidelines.

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

Employee/Student's Signature

Date

Supervisor's Signature

Date

Reviewer's Signature

Date

Keys will not be issued until this document is completed and submitted.