

Department of Neuroscience

Personnel Information

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Contact Phone</i>	<i>Home Phone</i>
<i>Date of Birth</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>Position Type</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 should 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: _____

Trainings and Safety Orientations

<https://hr.arizona.edu/supervisors/compliance-training>

General trainings required for all University employees. Courses are in EDGE Learning.

Required (Yes/No)	Course
	Preventing Harassment and Discrimination
	Arizona Public Service Orientation
	Information Security Awareness
	Driver Certification (if driving on university business)
	Safety Preparedness Training: Active Shooter

Laboratory & Safety Trainings:

<https://research.arizona.edu/compliance-public/RLSS>

Required (Yes/No)	
	BioSafety
	Chemical Safety
	Laser Safety
	Radiation Safety
	Other:
	Other:

Department Information & Procedures

	Department of Neuroscience Website – Click Nerve Center for information on Orientation & Exit, Travel, Purchasing, Forms & Links, and more. 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.
	All are welcome to attend Neuroscience seminars/discussion groups and other Department of Neuroscience activities.
	All keys MUST be returned to the Key Desk before your last day of employment.
	Notify administrative office (603, 611) of all problems that require the attention of Facilities Management.

Building Safety & Security

	Show the location of the first aid kit(s) and defibrillators located on floors 2,5,8 and 10.
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Lab Personnel Only

Lab Information & Procedures

	The University and Laboratory Chemical Hygiene Plans (UCHP & LCHP) are accessible via the RLSS User Dashboard website. or by clicking Here
	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 1 st Thursday of each month. Click Here to learn more
	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/data files belong to the lab and should be retained.
	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. _____

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.