**CHECK-IN and TRAINING SCHEDULE for new GROUP MEMBERS**

1. Lab Manager (Dr. Michael Stollenz)
   - 1.1. Prior to the arrival of the new group member, Dr. Stollenz informs Ms. Day of the office room number and laboratory room number

2. Group Secretary (Ms. Amy Day)
   - 2.1. The completed key request form, security access request form, shop services/authorization request form, and any other necessary forms are presented to the group member for signature
   - 2.2. A copy of this document (Check-in and Training Schedule) is given to the new group member
   - 2.3. Introduce the group member to HR Liaison
   - 2.4. Add local contact information (phone, email, address) to group roster
   - 2.5. Provide copies of 2.1 and 2.4 to Dr. Stollenz

3. Lab Manager (Dr. Michael Stollenz)
   - 3.1. Lab tour consisting of the following in various orders
     - 3.1.1. General labs and bench assignment
     - 3.1.2. Glove box room, instrumentation lab, high-pressure lab with tools area, stockrooms
     - 3.1.3. Safety training: locations of eyewash stations, first aid kits, fire extinguishers, MSDS sheets
     - 3.1.4. Introduction to solvent storage and chemical waste
   - 3.2. Inventory basic equipment in lab bench
   - 3.3. Safety training (lab tour in 3.1, group map)
   - 3.4. Show website where to register for NMR training
   - 3.5. How to order chemicals and equipment

4. Research Director (Dr. John Gladysz)
   - 4.1. Research project discussion
   - 4.2. Group polices and procedures (handout)
   - 4.3. Group meeting schedule (handout)
   - 4.4. Group style guides (writing formatting and software)
   - 4.5. Directories on jag disk

5. Checkouts or Basic Training (see group duty list for responsible group member)
   - 5.1. Task 1, group mac (checkout level, access jag's disk)
   - 5.2. Task 2, rotary evaporator (checkout level), solvent purification system (checkout level)
   - 5.3. Task 3, glove box (checkout level), metal recycling (checkout level)
   - 5.4. Task 4 (as needed), IR spectrometer (checkout level), UV-vis spectrometer (checkout level)
   - 5.5. Task 5 (as needed), melting point apparatus (checkout level), glassblowing area (checkout level)
   - 5.6. Task 6 (as needed), gas chromatography and liquid chromatography (introductory level)