

CHECK-IN and TRAINING SCHEDULE for new GROUP MEMBERS

1. Lab Manager (Dr. Tobias Fiedler)

- 1.1. Prior to the arrival of the new group member, the lab manager informs the administrative manager of the office room number and laboratory room number

2. Group Administrative Manager (Mr. Bryan Stewart)

- 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 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

3. Lab Manager (Dr. Tobias Fiedler)

- 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/chemical storage and chemical waste
- 3.2. Checkout glassware from the storage room
- 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 (handout)

4. Research Director (Dr. John Gladysz)

- 4.1. Research project discussion
- 4.2. Group policies 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 (includes safety; see group duty list for responsible group member)

- 5.1. Task 1, IT/group Mac (checkout level, access jag's disk), chemical inventory (checkout level)
- 5.2. Task 2, rotary evaporators (checkout level), solvent purification system (checkout level), vacuum pumps (checkout level), liquid nitrogen (checkout level), chemical waste and metal recycling (checkout level)
- 5.3. Task 3 (as needed), glove box (checkout level), pressure reactors (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)