

OSU Seafood Lab New Employee Checklist – \_\_\_\_\_(employee)

OSU ID# \_\_\_\_\_ OSU Email: \_\_\_\_\_ ONID user name: \_\_\_\_\_

\_\_\_ Introductions/Tour of lab ONID email: \_\_\_\_\_

\_\_\_ Keys

\_\_\_ Safety Training & Orientation – Craig

- SOPs: Chem Lab, Pilot Plant
- Acknowledge Safety Rules (1, 3, 5, 7, 10, 14, 15, 17, lab fume hood, glove, centrifuge, autoclave, ethidium bromide)
- PPE (personal protective equipment)
- Proper use of the high speed centrifuges
- Proper use of hoods
- Hazard Communication Manual Review
- Showing and reviewing the policy page and what can be accessed on the policy page/Seafood Lab website
- Chemical Inventory Entry Training

\_\_\_ HR paperwork

\_\_\_ Seafood Lab Vehicle Use Authorization Form

\_\_\_ Copier Use & Code – Instructions on faxing/scanning/copying

\_\_\_ InfOSU orientation (need OSU ID#)

\_\_\_ Set up ONID account

\_\_\_ Safety Glasses check out

\_\_\_ Add employee for OSU email (Community Network) online form

\_\_\_ Seafood Lab Website orientation (Send email to Victor Villegas to add new employee). He needs ONID user name and ONID email address.

\_\_\_ Send employee's emails (ONID & OSU) to Linda Hoyser so they can print from student computer lab without being charged. ONLY IF STUDENT WILL BE IN CORVALLIS.

\_\_\_ Mail slot

\_\_\_ Parking lot rules

\_\_\_ Assigned desk space

\_\_\_ Internet Access (Craig)

\_\_\_ Chem Lab Policy

\_\_\_ Ordering of Supplies – Your professor and Craig (Chemical storage and waste disposal and ordering)

\_\_\_ Travel Reimbursements (your professor and Sue)

\_\_\_ Emergency Contact Numbers