

WSL Onboarding and Offboarding Checklist

OVERVIEW

This document lists the general onboarding and offboarding procedures for the Nebraska Water Science Laboratory (WSL) users. Following the checklist, ensures that proper University and WSL procedures are followed by new users when they start and complete their time at the WSL.

ON BOARDING CHECKLIST

1. Send email to Dr. Dan Snow, Lab Director and Dr. S. Tania Biswas, Research Lab Manager, with the following information:
 - Full name
 - NU ID
 - Contact information: local address, phone number, official email address
 - Short description on their work plan including the chemical analyses, they want to perform

(for external users) at the WSL
 - Start date at the WSL and last date of work (if applicable)

2. Basic training, that includes the following steps:
 - Review the WSL training plan, sent by Tania
 - Complete the online training (checklist item #s 1-6) from page 3 of the training plan
 - As part of the checklist items, submit EHS certificates to Tania, so that they can be documented and shared with Dan on a privately shared Box folder
 - Email Tania to schedule time for in-lab training and micropipette proficiency test
 - Complete the written exam
 - If lab user plans to use radioactive materials at the WSL, additional RAD training must be completed. Please contact Larry Harisis (aharisis2@unl.edu) from the EHS Radiation Safety Office. Please submit a copy of the RAD training certification to Tania.

3. After successful completion of basic training:
 - 24 hours access to the facility can be provided on request. Email Dan with NUID and cc Tania
 - Analytical training will be initiated under supervision of WSL staff
 - On completion of the training on an analytical method, a proficiency test, as outlined in the training plan will be performed by the trainee, independently

Lab Management
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- On successful completion of the proficiency test, Tania will send a training report summarizing the results from the basic and analytical training, to the supervisor of the trainee (WSL user).
- Training user list will be updated for the new user. This list is stored on a privately shared folder on Box and shared with Lab Director, Dan.

4. On completion of analytical training
- WSL users can reserve the instrument time on Qreserve and independently use the equipment at the facility including after hours and weekends.
 - If RAD materials will be used by the lab user during the analyses, please contact Lab Director Dan Snow, so that he can add the lab user to his RAD license
 - At the beginning of Spring and Fall semester, all active lab users will email Lab Manager, Tania to inform if they will continue their work at the WSL or if their end date at the lab has changed. Access to the building will be updated accordingly.

5. Additional steps for WSL interns
- Complete required formalities with HR personnel to get on payroll
 - Complete additional training on weekly and monthly WSL housekeeping

- **OFF BOARDING CHECKLIST**

1. Inform the WSL Director and Manager if there is any change in the end date of working at the WSL
2. All WSL interns should give a minimum of 2 weeks of advance notice on the end date of their internship
3. On the last day in the lab, all equipment and labware used, should be properly cleaned and put back in the correct storage area. Lab manager may inspect the equipment and lab space to ensure WSL housekeeping policies have been followed
4. If mailbox and desk space has been assigned, they should be cleared out