## General (required)

- Check in with Alice (6039 WIMR or alice@bme.wisc.edu)
  - make sure your appointment is ready to be set up correctly
  - provide photo for website
  - provide email address for distribution list
  - Facebook info for group page
- Lab safety tour-in and outside of the lab including fire extinguishers, fire alarms and exits and safety equipment (PPE, showers, eyewash, telephone, disinfectants, etc)
  - see Chandan Singh or Won Hong
- Learn the proper use of equipment
  [https://mmb.bme.wisc.edu/internal/LabStuff/superuser.html?id=lab](https://mmb.bme.wisc.edu/internal/LabStuff/superuser.html?id=lab)
- Learn how to order supplies you need for your project from your mentor

## Biosafety and Bloodborne Pathogens Training (required)

- Complete the required online training: Biosafety 101, 104 and 201
  [http://www.ehs.wisc.edu/ehs-training.htm](http://www.ehs.wisc.edu/ehs-training.htm)
- Review MMB Training Slides (in lab safety binder)
- Review and sign the MMB Biosafety Protocol (in lab safety binder)
  [https://mmb.bme.wisc.edu/internal/LabStuff/labstuff.htm?id=lab](https://mmb.bme.wisc.edu/internal/LabStuff/labstuff.htm?id=lab)
- Document Hep B vaccination and TB status
- Contact Alex Howard for a safety tour of the lab

## Chemical Safety (required)

- Read and sign the Chemical Hygiene Plan (in lab safety binder)
- Contact Ashleigh Theberge for a lab tour highlighting the waste disposal procedures

## Human Subjects Training (if applicable)

- Complete the required online training
  [https://my.gradsch.wisc.edu/citi/index.php](https://my.gradsch.wisc.edu/citi/index.php)

## Other (required)

- Review the Required and Suggested Reading sections on the lab’s website
  [https://mmb.bme.wisc.edu/stuff/stuff.htm?id=lab](https://mmb.bme.wisc.edu/stuff/stuff.htm?id=lab)
- Review MMB lab videos: [https://www.youtube.com/user/MMBwisc?feature=watch](https://www.youtube.com/user/MMBwisc?feature=watch)
- Contact Xiaojing Su to set up a time for basic cell culture training

Return this completed to checklist to Alice to finalize your appointment