# GETTING STARTED

REQUIRED LABORATORY TRAINING OVERVIEW FOR FACULTY, STAFF, AND STUDENTS

By the end of this training, you will ...

* be able to understand and follow professional laboratory procedures
* understand the process and necessary paperwork for students and lab employees
* have a greater understanding of your responsibilities in the BAE labs
* be able to correctly document your research in a paper or electronic lab notebook

This document contains important information and links that you will use to complete your laboratory training. Additional information is provided to help you successfully navigate the first few weeks in the Department. Please read through the information provided, review the onboarding checklists (below), and review university websites to find answers to common questions.

## Sites that may be useful as you get started include:

UK HR <https://www.uky.edu/hr/home>

MyUK (LinkBlue) <https://myuk.uky.edu/irj/portal>

UK College of Agriculture, Food and Environment <http://www.ca.uky.edu/>

UK Parking https://www.uky.edu/transportation/

UK BAE Resources <http://engr.uky.edu/research-faculty/departments/biosystems-agricultural-engineering/about/resources>

UK Environmental Health and Safety <https://ehs.uky.edu/>

Faculty onboarding checklist:

<http://administration.ca.uky.edu/files/new_faculty_member_onboarding_checklist_2021.5.20.pdf>

Staff onboarding checklist: <https://cafebusinesscenter.ca.uky.edu/files/employee_on_boarding_checklist_-_090820.pdf>

Specific lab training is required by BAE as part of your onboarding/hiring process. The essential lab training courses must be **completed within two (2) weeks of your start date**. Please review the onboarding checklist you've received from Julie Tollier/Carrie Moore to ensure you follow the steps in the hiring process in the correct order.

## To help you understand the hiring process, here is an abbreviated description of the required steps:

1. Student will apply for position and background check is performed; then they can get an I9; then they are entered into payroll.
2. The business office will send list of new students/hires to Doug (IT), Karin (Communications), Stephanie, and Alex (Lab Managers).
3. Before entering the lab, each student must complete the required online safety training courses through UK EHS (Environmental Health & Safety department).
4. RCR training must be completed within the first 2 weeks.
5. **You will need to update lab manual in each lab you work in AS WELL as
submitting one (1) PDF that contains RCR certificates and EHS safety training transcripts**.
6. After online safety training is complete, you must complete an in-person lab specific training for each lab they will be working in. This can be completed with the PI or a lab manager and the form is place in each lab safety manual.
7. Each student will schedule time with a lab manager for a general lab/workplace safety orientation. During this time you will be granted access to the chemical inventory/checkout system, the Fastenal cabinet, the LabArchives scheduler and assigned a lab coat.
8. The PI or lab manager will review lab induction checklist is complete.

**After all of these steps are complete, you will be able to work in the lab.**

Keys for Lab Access: the student's supervisor will initiate a key request form and submit it to the business office for approval. Once approved, a lab manager can assign the student a lab key.

Your position may require additional training so refer to the following links and then be sure to check with your advisor or the lab manager.

<https://ehs.uky.edu/classes/safe_checklist_lab_0001.php>
<https://ehs.uky.edu/classes/safe_checklist_non_lab_0001.php>

Familiarize yourself with the EHS website and the EHS Safety Handbook during this process.

Handbook: <https://ehs.uky.edu/docs/pdf/ehs_safety_handbook_0001.pdf>

Website: <https://ehs.uky.edu/>