

ONBOARDING – WELCOME to the Roberts Lab!

Note numbers:

- a. Dr. Sheryl Roberts (313-576-9967)
- b. OEH&S # (313-577-1200)
- c. **WSU Police # (313-577-2222)**

2. Access to KCI and Lab

- a. KCI badge
- b. Keys
- c. OneCard
 - i. Academica- type “OneCard” and follow the link
- d. Access to Elliman Building (OneCard approved through security)
- e. Safety PPE
 - i. Labcoat
 - ii. Gloves
 - iii. safety googles
 - iv. mask

3. Set up computer, access to internet and access to logistical database implemented in the Roberts Lab

- a. Full time-staff will be given:
 - i. Computer
 - ii. Monitor
 - iii. USB
 - iv. Multi-port adaptor
- b. Set up KCI VPN
 - i. IT helpdesk
- c. Set up WSU VPN
 - i. Instructions: <https://tech.wayne.edu/kb/security/wsu-virtual-private-network/500212>
- d. Set up Y Drive (Lab)
- e. Set up Z drive
- f. Gain access to Lab Quartzzy (email PI) for purchasing (<https://www.quartzzy.com>)
 - i. ALL items MUST be placed on Quartzzy. Admins to approve & purchase.
 - ii. Everyone is responsible for their own purchase and updating quartz info.
 - iii. Quartzzy is our only Lab Inventory- it must be updated live. Auditing will be carried out.
- g. Download
 - i. ChemDraw
 - ii. PRISM (PI)
 - iii. Endnote (PI)
 - iv. SciFinder
 - 1. You must be using WSU VPN to register using WSU email
 - 2. Register: <https://guides.lib.wayne.edu/chemistry/SciFinder>
- h. (optional) App download Brother P-touch Design&Print to access label printer
 - i. #PT-P300BT4439

i. Biorender Login- premium subscription

1. Email: [REDACTED]

2. Password: [REDACTED]

4. Institutional Trainings

a. Apply and go through CITI program courses training. Courses you **MUST** complete include, but not limited to:

- i. Laboratory Safety Training
- ii. Responsible Conduct of Research Course (RCR- Basic)
- iii. Working with the IACUC
- iv. Working with Mice in Research
- v. Reducing Pain and Distress in Lab Mice and Rats
- vi. Biosafety & Bloodborne Pathogens for Lab Workers
- vii. Radiation Generating Machine
- viii. Radioisotope Training
- ix. Laser Safety
- x. Aseptic Surgery
- xi. Conflict of Interest
- xii. Shipping Biological Substances and Dry Ice
- xiii. Animal Allergy Exposure Reduction

b. Access to Lumigen Instrument Core (LIC)- Chemistry

- i. Contact the designated Lab Manager
- ii. <https://research.wayne.edu/cores-facilities/lumigen>

c. Other trainings

- i. Basic Radiation Safety Training, EHS main point-of-contact: Maha Srinivasan
 - 1. Sign up here: <https://research.wayne.edu/oehs/rad-safety/training>
 - 2. Dosimetry Badge(s)
 - a. <https://research.wayne.edu/oehs/pdf/dosimetry-request-form.pdf>
 - 3. MICR Orientation with Douglas Kirk
- ii. McLaren: InfoSec Training (mimecast), 19 modules

5. LAB BOOKS – read SOP- <https://imaginglab.org/sop-lab-books/>

- a. **MUST** be written using a pen (NOT pencil)
- b. Each experiment # must begin with your Initials, followed by Experiment #.
- c. You must use your lab book to document information from experiments carried out in the lab
- d. Work must be dated and signed
- e. Common practice should be routinely implemented
- f. Note: as part your training- random checks on lab books will be carried out
- g. Lab books do not leave the WSU/KCI campus

6. SHIPMENTS

- a. Only designated lab tech/lab manager can ship- coordinate accordingly
- b. FedEx drop off (13:00- 15:30), room 503, Richard.

7. Research utilizing animals is a PRIVILEGE, not a right.

- a. Useful info.
 - i. OEHS: <https://research.wayne.edu/oehs>
 - ii. IACUCL <https://research.wayne.edu/iacuc>
- b. Amendment to the Radiation and Animal Protocol MUST be discussed in Lab meetings
 - i. Designated RA will work with members for amendments
 - ii. ALL members of the lab must ensure our protocols are up to date
- c. Animal Ordering takes place using eProtocol:
 - <https://research.wayne.edu/eprotocol/login>
 - i. Deadline for ordering is every Wed. 4 pm, arrival is Tue the following week.

8. Shared equipment and locations

Equipment/Shared Locations	Location	Notes
Raster-scan optoacoustic mesoscopy (RSOM)	Elliman, 0408	
Bruker In Vivo Xtreme	Elliman, 0409	
Siemens Inveon SPECT/CT	Elliman, 0125	
Bruker Albira 2-ring uPET/CT	Elliman, 0125	
Bruker MSFX Pro	Elliman, 0204	
GE Discovery LS4 large animal PET/CT	Elliman, 0125	
Precision X-Ray XRAD 320	Elliman, 0409	
RadioChem Room	Elliman, 0133	
General Imaging Equipments	Elliman, 0125	
Animal housing/injections	Elliman, 0515	

You MUST comply with

- o Proper Animal Work Handling and Procedures according to the IACUC.
- o Ensure all equipment (see separate list) are all calibrated and with valid date

Employee

Signature & date

PI/Hiring Manager

Signature & date

----- End of Document -----