**Lab member:** Click or tap here to enter name.

Information

*Arrival date* Click or tap to enter a date.

*Departure date* Click or tap to enter a date.

*Position* Choose an item.

*Supervisor* Click or tap here to enter text.

*Project* Click or tap here to enter text.

*Duke NetID* Click or tap here to enter text.

*Duke Unique ID* Click or tap here to enter text.

*Phone* Click or tap here to enter text.

*Email* Click or tap here to enter text.

Alternative Email Click or tap here to enter text.

*Emergency contact name* Click or tap here to enter text.

*Emergency contact phone* Click or tap here to enter text.

*Emergency contact email* Click or tap here to enter text.

*Written signature*

*Written initials*

Orientation steps upon arrival

[ ]  Add them to the lab contacts in [LSWMS](https://lsw.duhs.duke.edu/LabSafetyManagement)

[ ]  Add them to lab member contact information sheet near landline phone

[ ]  Show them how to access and complete their required online safety trainings

[ ]  Set a reminder for their required safety training deadlines

[ ]  Show them where to find and review the lab-specific training e.g., chemical hygiene plan, SOPs, SDS collection, and specialized equipment manuals

[ ]  Schedule in-person (safety) training: Click or tap to enter a date.

[ ]  Schedule walkthrough the office/lab (lab bench, shares areas, PPE, etc.): Click or tap to enter a date.

[ ]  Request and log building access for them

[ ]  Give them access to shared calendars/email groups/data

[ ]  Schedule a coffee/hangout to meet everyone: Click or tap to enter a date.

Steps to be completed upon departure

☐ Have them clear out and clean their lab bench

☐ Have them clear out and clean their office desk

☐ Have them place all lab and other journals in the designated place

☐ Request them to back-up all their data

☐ Undo sharing of calendars/email groups/data

☐ Request and log the return of their building access (e.g. room keys)

☐ Update lab contacts in LSWMS

☐ Update the freezer inventory

☐ Schedule a coffee/hangout: Click or tap to enter a date.