



## Checklist - New Affiliate Member On-Boarding Process

This checklist does not need to be submitted. For the full list of new member on-board requirements please visit [NanoLab Affiliate Membership](#) website.

### Evaluate Your Research Needs

If your company has not used NanoLab previously, discuss your research needs with NanoLab Executive Director, [Bill Flounders](#) (bill\_flounders at berkeley.edu).

### Sign the [Contract Agreement](#) and provide [Liability Insurance](#)

For questions about the contract agreement process, please e-mail [Eric Chu](#) (echu711 at berkeley.edu).

### Complete the [NanoLab Virtual Orientation](#)

### Complete training: [EH&S 101 Laboratory Safety Fundamentals](#) [EH&S 207 Guidelines on Protecting Workers from COVID-19](#) [UC Abusive Conduct in the Workplace](#)

### Schedule Lab Safety Tour with process engineer, on the day of your lab tour also set password to finalize your [Mercury](#) account.

### Pass the on-line NanoLab Safety Test, and upload EH&S 101, EH&S 207 and UC\_Conduct certificates of training completion to [Mercury](#)

### Sign-up to attend [Director's Welcome Meeting](#)

Offered once a month, typically on the 4th Thursday at 12Noon (242 Sutardja Dai Hall).