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).