Before the new user orientation:

1. Read the COVID SOP and complete the attestation for CNSI
2. Read the COVID SOP and complete the attestations for 2448 and 3430
3. Complete the EH&S fundamentals of laboratory safety course LS60

Schedule and attend a new user orientation for the Microfluidics Lab and Innovation Workshop

1. Tour of the lab
2. Review of safety and operational details

After the orientation

1. User applies for access to 2448, 3430 and Elings external doors.
2. Staff add new user to email list
3. Staff add user to Microfluidics Lab and Innovation Workshop labs in FBS

As users are trained on tools

1. Staff add users to relevant groups in FBS

From:
https://microfluidics.cnsi.ucsb.edu/wiki/ - **Innovation Workshop Wiki**

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https://microfluidics.cnsi.ucsb.edu/wiki/doku.php?id=checklist_onboarding_new_users

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