Carl R. Woese Institute for Genomic Biology
New Employee Checklist

Welcome to the IGB! Visit the IGB website at www.igb.illinois.edu, go to *Facilities & Services* in the drop down menu, and click on *New Arrival Information: Key Request/Card Access.*

IGB Entry Request Form
- Complete an IGB Entry Request Form:
  https://www.igb.illinois.edu/sites/default/files/uploads/IGB%20Entry%20Request%20Form%20PDF%206.02.21.pdf
- Form must be signed
- Submit completed IGB Entry Request Form electronically to IGB Facilities (facilities@igb.illinois.edu) or hard copy to IGB Gatehouse Room 1601.

Key Deposit (if applicable)
- If physical room key is required, IGB receptionist collects $20.00 refundable key deposit and distributes key.
  - Cash
  - Check (payable to the University of Illinois);
  - Credit or debit: American Express, Discover, MasterCard, or Visa
  - CFOAPs cannot be used for payment
  - Key(s) CANNOT be issued without payment or deposit.

Computer Access
An IGB system services account is needed to complete the IGB online training and access IGB system services, such as email, calendar, file-sharing, and web publishing. Email help@igb.illinois.edu to obtain your IGB computer account.

Prox Card
- If the back of your i-Card has numbers, IGB access can be programmed.
- If the back of your i-Card is blank, take your current card to the i-Card Center to obtain a replacement card. Information on your current card automatically transfers to the replacement card.
- If you've never had an i-Card, present a government-issued photo ID (driver's license or passport) at the i-Card Center to obtain.
- i-Card Center is located at Illini Union Bookstore, 809 South Wright Street (1st Floor) Champaign, IL
  Phone: 217-244-0135
  Fax: 217-239-6899
  Email: idcenter@illinois.edu
  Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m. with extended hours at the beginning of each semester.
                  Closed on designated holidays, reduced-service days, and when Illini Union Bookstore is closed.
- Allow 12-24 hours for card activation.
- Card will automatically be programmed. You do not need to physically return to the IGB for programming.
- Email will be sent when your card is programmed/activated.
- If access issues, please contact IGB Facilities (facilities@igb.illinois.edu).

Safety Training
You must complete the online Safety Trainings required for your role at IGB (researcher or support staff).

Your prox card cannot be activated until all mandatory trainings are completed and verified online.
Completed DRS certificate(s) can be accessed at https://old.drs.illinois.edu/Training/Records

- ■ **Researchers Working in IGB Labs**
  - ➢ Division of Research Safety (DRS) General Laboratory Safety
    https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=67
  - ➢ Division of Research Safety (DRS) Understanding Biosafety.
    https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=68
  - ➢ IGB training – For lab workers doing research
    http://www.igb.illinois.edu/safety/training-lab (use IGB Net ID and password)

- ■ **Researchers Using BSL-2 Cell Culture**
  - ➢ Safe Handling of Human Cell Lines/Materials in a Research Laboratory
    BSL-2 training is required for 3500 IGB Lab.
    First time training is done in person through a Live Training by DRS.
    First time users: "Register for Live Training" for first time users.
    Annual renewal: "Take Online Training"
    After selecting "Register for Live Training", select a session and "Enroll". Select the appropriate PI
    registered as BSL-2. Once training is complete, the certificate of completion can be found under your
    training certifications on the DRS website.
    https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=92

- ■ **IGB Support Staff (computer work only)**
  - ➢ Includes severe weather-related emergencies, fire alarm system, areas of rescue assistance, and building
    evacuation plans.
    http://www.igb.illinois.edu/safety/training-staff?page=1 (use IGB Net ID and password)

- ■ **Core Facilities Users ONLY**
  - ➢ Division of Research Safety (DRS) Online General Laboratory Safety Training
    https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=67
  - ➢ Division of Research Safety (DRS) Understanding Biosafety
    https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=68
  - ➢ IGB training – For lab workers doing research, http://www.igb.illinois.edu/safety/training-lab
    (use IGB Net ID and password.).
  - ➢ Core Facilities Training Certificate. Core Facilities staff will email IGB Facilities when training completed.

- ■ **Faculty** are not required to take the online safety training, but strongly encouraged to review minimally the training
    slides for researchers. This training set includes building safety information and IGB-specific requirements. DRS
    Online General Laboratory Safety Training provides general lab safety information and campus safety policies and
    procedures.

Phone and Computer Information
Phone and computer information based on info provided to the IGB Help Desk. Notify help@igb.illinois.edu with
changes and updates.

Contact IGB Facilities (facilities@igb.illinois.edu) for further information or questions.