

Prep Lab Training & Orientation Schedule- Autumn 2025

TIME	Monday (8/18)	Tuesday (8/19)	Wednesday (8/20)	Thursday (8/21)	Friday (8/22)		
8:30 AM	Complete Online Training & Orientation Items [on your own]	Exp. # 1					
9:00 AM			TAs ONLY	Training Session #1 205 CE	Training Session #2 205 CE	Exp. #2 TAs ONLY	Lab Work + FE Training 145 CE
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM		Prep Lab Lunch & Learn [Lunch Provided]		Lunch [on your own]		[Lunch Provided] 1008 Evans Lab	
12:00 PM		1015 MP			Lunch [on your own]		
12:30 PM							
1:00 PM			Lab Scenarios TAs ONLY	Safety w/ Dr. Moore 1015 MP	Training Session #3 205 CE	Training Session #4 205 CE	Lab Work & Make-Ups 145 CE
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							

Prep Lab & TAs

Prep Lab Only

TAs Only

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Prep Lab Training & Orientation Event Descriptions

Monday (8/18)

All Day- Complete Online Training Orientation Items

ONLINE: On Your Own

Complete the required online training and orientation items by 11:59 PM on Monday, August 18. Access them through the Prep Lab Forum on Carmen. All prep lab student assistants must complete these, regardless of hire date or when they were last done. You may complete them in multiple sessions—take breaks as needed—but be sure to record only the actual time spent on them in your timesheet. The required items include Lab Standard training, Fire Extinguisher training, Building Emergency Action Plan training, Personal Protective Equipment training, Local Exhaust Ventilation (LEV) training, and Chemical Spill Clean-Up training, along with the CHP and SOP Agreement, Prep Lab Guidebook Acknowledgement, Departmental Lab Coat Agreement, and joining the Prep Lab GroupMe.

Tuesday (8/19)

8:30am-10:30am- Experiment #1

TAs ONLY

210: WRM, 220: WRM, 230: DPR, 250: INK

9:00am-11:00am- Training Session #1

205 Celeste

Small group rotations including the following topics: lab support window scavenger hunt, gen chem teaching lab scavenger hunt, gen chem prep lab scavenger hunt, & proper use of a laboratory fume hood.

11:15am-12:45pm- Prep Lab Lunch & Learn [Lunch Provided]

1015 McPherson

While enjoying pizza, we'll review the basics of being a prep lab student assistant, the resources available to you, and other key details to help you succeed in the role.

1:00pm-3:15pm- Lab Scenarios

TAs ONLY

210, 220, 230, 240, 250, 260

1:00pm-2:30pm- Safety with Dr. Moore

1015 McPherson

A discussion of key safety topics: why we care about safety, hazard communication (GHS pictograms, Safety Data Sheets, Room signage, chemical labelling), risk mitigation, appropriate lab attire, Personal Protective Equipment, emergencies (fire, tornado, earthquake, active aggressor), chemical compatibility, proper waste disposal, spill control, incident reporting, how to use a fire extinguisher.

Wednesday (8/20)

9:00am-11:30am- Training Session #2

205 Celeste

Small group rotations including the following topics: part one of window training, how to properly restock items in the labs, how the shelving and labelling system in the prep lab works, and how to properly transport chemicals.

11:30am-1:00pm- Lunch: on your own

1:00pm-3:30pm- Training Session #3

205 Celeste

Small group rotations including the following topics: part two of window training, how to safely refill reagent bottles, how to read gather sheets and complete a gather, and how to complete cart moves between lab sessions.

Thursday (8/21)

8:30am-11:30am- Experiment #2

TAs ONLY

210: MSR, 220: MSR, 230: MSR, 250: MSR

310: VOL, 320: VOL, 330: XUF Day 1, 350: STR

9:00am-12:00pm- Lab Work & Hands-On Fire Extinguisher Training

145 Celeste

Practice using a fire extinguisher with Dr. Moore's electronic training fire extinguisher. When it is not your turn to work with the fire extinguisher, you will help out with the various tasks that need to be completed in the lab.

12:00pm-1:00pm- Lunch: on your own

1:00pm-3:30pm- Training Session #4

205 Celeste

Small group rotations including the following topics: how to complete a cart check and cart change, how to use a gen chem spill kit, and how to properly clean tubs and trays.

Friday (8/22)

9:00am-11:30am- Training Session #5

205 Celeste

Small group rotations including the following topics: how to use a grounded & bonded solvent dispensing pump, how to collect and bulk chemical waste, how to collect blue bucket waste, how to collect and bulk glass waste.

11:30am-1:00pm- Lunch: Pizza Party 🍕

1008 Evans

FREE FOOD!

1:00pm-3:30pm- Lab Work & Make-Ups

145 Celeste

Work on various tasks that need to be completed in the lab. This is also time set aside for make-ups of training missed earlier in the week.