



MONTANA
STATE UNIVERSITY

**Center for
Biofilm Engineering**
College of **ENGINEERING**

Updated: 08/2018 KB

Welcome to the Center for Biofilm Engineering (CBE)! This list is your guide to getting settled in the lab. If you have any questions always feel free to ask anyone at the CBE. We were all new once, and we want to you feel welcome, and be safe. Your new colleagues are Engineers, Microbiologists, Chemists, Ecologists, and Mathematicians, and like you we do not know everything about everything, so no question is a stupid question.

Before you begin in the lab, complete the following with Kristen Brileya, Technical Operations Manager:

- Complete two safety courses- email pdf certificates to KB
- Take a tour of the CBE to learn about history, current research, and safety
- Get your lab coat and safety glasses
- Get your name on the waiting list for a desk (staff and graduate students)

Complete the following with HR coordinator (Sarah Huth):

- Employee Data Sheet
- I9, W4, and direct deposit form (staff & student workers)
- W2 (if graduate student)
- Get your photo taken

Anytime after you start:

- Set up your CBE computer account with Coltran Hophan-Nichols. It is essential that you check your CBE email! Coltran can show you how to forward to your preferred address.
- Complete the autoclave training record after you have been trained and return it to the HR coordinator (Sarah Huth).