STAFF CHECKLIST

This checklist concerns individuals classified as “staff” (persons in receipt of a UCSD paycheck: SRAs, ASEs, undergrads, etc.) working in a Division of Biological Sciences research space and/or engaging in related activities.

FIRST STEPS

☐ Make an appointment (2+ weeks prior) to visit with Biology HR to sign and complete appropriate paperwork, including the “Waiver of Liability, Assumption of Risk, and Indemnity Agreement” and intellectual property documentation.

☐ Obtain UCSD single sign-on (SSO) username and password for email/web access, along with campus ID card from the Campus Card Office.

☐ Proofread and confirm your BLINK directory profile (address, contact information). Similarly, update your Triton Alert emergency notification system information.

☐ Once an SSO is obtained, the following online training modules must be completed prior to entry into any Divisional research space:
   - UC LABORATORY SAFETY FUNDAMENTALS
   - ANNUAL LABORATORY HAZARDS

☐ Meet with your lab supervisor to request addition of your name to the laboratory roster, LHAT module, CHUA/HCP list, BUA application, and New Worker Checklist (the latter to upload upon completion). These electronic records and authorizations require immediate completion via email confirmation prior to initiation of any and all work in the laboratory.

☐ Please note that additional training courses may be required based on scope of approved laboratory work, in accordance with campus and Division safety policies (e.g. RNA work requires completion of the “Biosafety: Recombinant and Synthetic Nucleic Acids” training course; available via UC Learning). Upon entry of your name onto campus EH&S safety applications, the appropriate training courses will be assigned by your lab supervisor for immediate enrollment and completion. Longer term research work may also necessitate a UCID card to access Biology spaces outside standard business hours. Please discuss with your supervisor and contact the Biology Safety Office for further assistance.

☐ Upon entry and confirmation of the LHAT module, please visit the campus PPE Office (adjacent to the Student Services Center) to receive fittings for an embroidered set of two white lab coats and two safety glasses. “In-house,” loaner lab coats will be provided by the PPE Office for provisional use while lab coats are processed and shipped.

IN THE LAB

☐ With Biology HR paperwork and safety PPE consignment completed, meet with your PI and lab manager/area safety coordinator (if applicable) to review any outstanding safety requirements and conduct a lab walkthrough/in-person training session to identify permissible equipment and standard laboratory safety procedures. Supplementary training may also be assigned based on the lab’s research focus with the PI’s approval.

☐ As a requirement for all Division personnel, contact the Biology Safety Office to schedule an autoclave training session.

☐ In preparation for an emergency situation, your lab supervisor (or designee) will request your emergency contact information and provide lab-specific instructions for emergency evacuation proceedings. Please study your building’s Emergency Action Plan (located online) and commit both evacuation routes and
meetings points (located both online and at each physical exit) to memory. Red emergency response flip-guides, outlining various crisis scenarios and the appropriate follow-up actions, and red emergency evacuation clip-boards, denoting lab contact information in the event of an emergency evacuation, are posted at the primary lab entrance for use in catastrophic emergency situations.