Visiting Scholars Checklist (foreign-nationals)

***Please note that this list of safety training and resources can also be found on Blink.**

The Basics

- ☐ Set up affiliate account and safety training **two weeks before arrival**
- ☐ Visit with Biology HR, confirm VISA and employment status
- ☐ Complete paperwork, obtain New Worker Checklist
- ☐ Visit the Campus Card office for your UCSD ID
- ☐ Use affiliate account for web access/single sign-on
    - Once social security # is obtained, SSO is given and accounts are merged
- ☐ Log on and set up your UCSD email account (only non-paid visitors, optional)
- ☐ Proofread and confirm your BLINK directory information (address, contact info.)
- ☐ Go to the lab!

Safety Training

- ☐ Before you begin working in lab, complete the UC Safety Fundamentals and Annual Laboratory Hazards Training.
- ☐ Additional training (research dependent)
    - **Animal Care Program**
    - **EH&S:** Bloodborne Pathogens, Viral Vectors, Aerosol Transmittable Diseases, Radiation Safety, Controlled Substances, Laster Safety, etc.
    - **Division:** Autoclave training
- ☐ Visit the PPE office for your 2 fitted lab coats and 2 pairs of safety glasses.

In the Lab

- ☐ Meet with your PI and lab manager, review New Worker Checklist (sign upon completion)
- ☐ Make sure the PI profile is up-to-date with current lab members.
- ☐ Review the Laboratory Hazard Assessment Tool (LHAT) and have your PI send it to you for electronic confirmation.
- ☐ Visit the Chemical Hazard Use Application (CHUA) and make sure all Hazard Control Plans (HCP) and your lab's chemical inventory are current.
- ☐ Add any additional applicable research authorizations
    - Biohazard Use Authorization (BUA), Radiation Use Authorization (RUA), Laser Use Authorization (LUA), Controlled Substances Use Authorization (CSUA)

Emergency Preparedness

- ☐ Update your emergency contact information (lab-specific)
- ☐ For injuries, report your injury and seek medical attention at UCSD Thornton Hospital or any nearby insurance-approved hospital. In an emergency, dial 911.
- ☐ Study your building's Emergency Action Plan and be aware of the evacuation location
- ☐ Register for campus emergency alerts
- ☐ Be aware of the red Emergency Response flip-guide hanging in your lab