

# STAFF CHECKLIST

This checklist concerns individuals classified as “*staff*” working in a Division of Biological Sciences research space and/or engaging in related activities.

## FIRST STEPS

- Make an appointment (2+ weeks prior) to meet with Biology HR** to sign and complete appropriate paperwork, including federal VISA and employment authorization documents.
- Obtain an “affiliate account”** for generation of a 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 training modules **must be completed** prior to entry into a Division 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](#)** 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 laboratory safety requirements** and sign the “[New Worker Checklist](#)” after conducting a lab walkthrough and in-person training session to identify permissible equipment and standard laboratory safety procedures. Supplementary training may 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](#)**. This training is required if you anticipate that you will need to use the autoclave.
- Prior to onset of any novel experimental procedure, please contact your principal investigator, lab supervisor, and the [Biology Safety Officer](#)** to coordinate approvals and next steps. If new biological materials are being used the lab’s “[Biohazardous Use Authorization](#)” must be amended and approved by the campus’ [Institutional Biosafety Committee](#) (IBC) in close cooperation with [EH&S Biosafety](#) before any such work can begin.
- In preparation for an emergency situation**, your lab supervisor (PI, lab manager, and/or designee) will request your emergency contact information and provide lab-specific instructions for emergency evacuation procedures. In addition, please study your building’s **Emergency Action Plan** (located [online](#)) and be aware of your emergency evacuation area (located [online](#) and at each physical exit). [Red](#)

[emergency response flip-guides](#), outlining various emergency scenarios and their appropriate follow-up actions, and **red emergency evacuation clip-boards**, denoting lab contact information in the event of an emergency building departure, are also posted at the primary lab entrance for use in catastrophic emergency situations.