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, LHA T 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 LHA T 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).
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.