

GRADUATE STUDENT CHECKLIST

This checklist concerns individuals classified as “graduate students” (MS, MPH, PhD) 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 the appropriate paperwork, including the “Waiver of Liability, Assumption of Risk, and Indemnity Agreement” and intellectual property documentation. The waiver can be found [online](#).
- 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 training modules **must be completed** prior to entry into a Division research space:
 - [UC LABORATORY SAFETY FUNDAMENTALS](#)
 - [ANNUAL LABORATORY HAZARDS](#)

*As a **rotating graduate student**, the Division Safety Officer will temporarily serve as the research safety supervisor and thus request email confirmation of the **Laboratory Hazard Assessment Tool (LHAT)**, which identifies all lab-specific hazards and risk mitigation strategies for appropriate PPE determinations, along with several **Hazard Control Plan (HCP)** documents, which serve as more detailed and lab process-oriented safety data sheets for individual biological, chemical, radiological, and equipment-based hazards.*

- After review, **confirm all LHAT and HCP email requests** sent by the Division Safety Officer straightaway.
- Upon entry and confirmation of the temporary LHAT module, please visit the campus [PPE Office](#) within the designated timeframe set by your graduate program coordinator (approximately two weeks) 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.
- For the duration of graduate rotations, **meet with the supervisor in each visiting laboratory to assess existing laboratory hazards**. Each laboratory supervisor may also require the completion of a [New Worker Checklist](#), addition to lab personnel list, addition to lab [Biological Use Authorization \(BUA\)](#), and addition to any lab specific HCPs.

- Upon **final lab selection**, request the home lab supervisor **add your name to the laboratory roster**, [LHAT](#) module list, and [New Worker Checklist](#) (the latter to upload upon completion). Afterwards, immediately contact the [Biology Safety Office](#) to remove your name from the temporary safety roster.
- In addition to the LHAT and lab HCPs, **your home lab supervisor (or designee) may include your name on several other ancillary EH&S safety applications based on potential chemical and biological hazards**, including the lab’s “Biohazardous Use Authorization” (BUA) and/or “Controlled Substances Use Authorization” (CSUA). Like the LHAT and HCPs, these applications require immediate electronic approval via email confirmation, which must be completed 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.

IN THE LAB

- With safety training, HR paperwork, and PPE consignment completed, **meet with your principal investigator** (home lab supervisor or lab manager/area safety coordinator as designee) to conduct an in-person walkthrough and identify any additional laboratory-specific safety requirements, benchwork protocols, and associated equipment safety procedures (e.g. microtome, cryostat). You will complete 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.