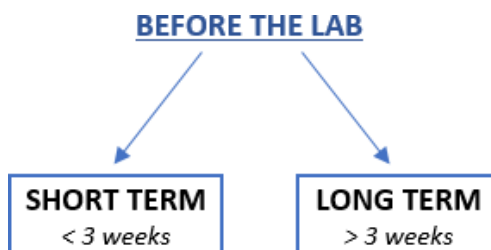


# VOLUNTEER CHECKLIST

This checklist concerns individuals classified as “volunteers” working in a Division of Biological Sciences research space and/or engaging in related activities without compensation (pay and/or course credit).

## 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.” Additional information regarding lab volunteer work, tours, and visits for the Division of Biological Sciences, entitled “Lab Tours and Visits Safety Policies,” can be found [online](#).



- **SHORT TERM:** If volunteering solo or participating with an organized group activity/program for a total time of **less than three weeks**, in-person orienteering and hands-on training with a laboratory supervisor (or designee) is sufficient in lieu of the standard gambit of online research safety modules through UC Learning. This 1:1 safety training should be documented using the “[Supervisor’s Safety Meeting Form](#)” and stored on-site for a total of three years post-work.

If in-house **personal protective equipment (PPE)** is unavailable for use over short-term visits or longer term (yet still temporary) laboratory work is assigned, please visit the campus [PPE Office](#) to receive a “loaner” set of white lab coats and safety glasses for provisional use.

- **LONG TERM:** If such volunteer and/or group activity/program extends **beyond three weeks’ time**, then the standard Division training requirements apply and both online courses must be completed prior to entry into research space. Upon meeting with Biology HR in the previous step, an affiliate user account will be generated and a *single sign-on* (SSO) received with authorized username and password. 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](#)

**Personal protective equipment (PPE)** is provided by campus EH&S for long-term paid lab personnel. If research work will extend into the future with a more permanent, paid role, the laboratory supervisor (or designee) will add your name to the lab roster and “Laboratory Hazard Assessment Tool” (LHAT) for PPE fitting and assignment at the campus [PPE Office](#). **Currently, the PPE Office does not supply embroidered lab coats to volunteers.** Volunteers can still acquire a loaner lab coat.

In addition to the LHAT, **your supervisor (or designee) may include your name on several additional EH&S safety applications based on potential chemical and biological hazards**, including the lab’s “Biohazardous Use Authorization” (BUA) and “Hazard Control Plans” (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 Biology HR paperwork and safety PPE consignment completed, meet with your PI and lab manager/area safety coordinator (if applicable) to review laboratory safety requirements and sign the “[New Worker Checklist](#)” after conducting a lab walkthrough and in-person training session to identify age-restricted equipment and standard laboratory safety procedures. Supplementary training may be assigned based on the lab’s research focus with the PI’s approval in accordance with age restrictions for minors (e.g. autoclave training). The Division of Biological Sciences’ [safety policies](#) and related [checklist](#) for minors (individuals under 18 years of age) have been posted online for further reference. Deviations from parameters outlined in these documents are acceptable only through expressed, written permission from the Division Safety Office, the Division Business Officer, and EH&S Research Safety.
  
- **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.