

Pollution Research Group

Checklist for visiting researchers / students

December 2017

	Done	N/A	Date completed
General visitor information booklet read			
Laboratory and Field Work Questionnaire completed and submitted			
Proposed experimental programme submitted			
South African Import / export permit obtained			
Ethical clearance obtained from own organisation			
Ethical clearance applied for / obtained from UKZN			
Material Transfer Agreement signed			
Inoculations obtained <ul style="list-style-type: none"> - Hepatitis A and B - Tetanus - Typhoid 			
Correctly completed vaccination card (to be brought with you to the laboratory)			
Relevant Personal Protective Equipment obtained (at a minimum Lab coat and safety shoes)			
Indemnity for PRG laboratory signed and submitted			
Indemnity for field work signed and submitted			
Indemnity for Newlands Mashu signed and submitted			
Laboratory analysis request form completed and submitted			
Laboratory analysis costing sheet downloaded from the web page and costing for required tests undertaken and agreed upon			
Laboratory induction completed			
Appointment made for planning meeting			
Appointment made for laboratory assessment			
Submission or drafting of SOPs			
Submission or drafting of Risk Assessments			