

Pollution Research Group

Checklist for visiting researchers / students

December 2017

This checklist provides an overview of forms that need to be completed and actions which need to be taken depending on whether you are:

- Sending samples to the PRG for testing in our laboratory
- Planning on coming to undertake research with the PRG
- Planning on testing a system in the PRG or in the field

The following is a guideline on when this information/action should be supplied/undertaken:

- Items 1-8 should be completed before arrival in SA.
- Items 9-24 should be completed during stay in SA.
- Item 25 should be completed and handed in before departure.

	Sample for PRG Testing	Researcher Testing	Prototype Testing	Date completed
1. General visitor information booklet read	X	X	X	
2. Laboratory and Field Work Questionnaire completed and submitted		X	X	
3. Engineering Testing Questionnaire		X	X	
4. Proposed experimental programme submitted		X		
5. South African Import / export permit obtained	X	X	X	
6. Ethical clearance obtained from own organisation		X	X	
7. Ethical clearance applied for / obtained from UKZN		X	X	
8. Material Transfer Agreement signed	X	X	X	
9. Quote for undertaking tests accepted	X	X	X	
10. Sample Analysis Agreement Form signed	X			
11. Shipping Goods Form/Copy of waybill	X	X	X	
12. Inoculations obtained - Hepatitis A and B - Tetanus - Typhoid		X	X	
13. Correctly completed vaccination card (to be brought with you to the laboratory)		X	X	
14. Relevant Personal Protective Equipment obtained (at a minimum lab coat and safety shoes)		X	X	
15. Indemnity for PRG laboratory signed and submitted		X	X	
16. Indemnity for field work signed and submitted		X	X	
17. Indemnity for Newlands Mashu / other field sites signed and submitted (if applicable)		X	X	
18. Laboratory analysis request form completed and submitted	X	X		
19. Laboratory analysis costing sheet downloaded from the web page and costing for required tests undertaken and agreed upon	X	X	X	
20. Laboratory induction completed		X	X	
21. Site induction completed		X	X	
22. Appointment made for planning meeting		X	X	
23. Appointment made for laboratory assessment		X	X	
24. Submission or drafting of SOPs		X	X	
25. Submission or drafting of Risk Assessments		X	X	
26. Lab and site exit form		X	X	