

Requirements for undertaking research at the Pollution Research Group and/or Newlands Mashu

In order to ensure correct procedures are followed, health and safety requirements are met, and for reporting to funders, the following procedures must be followed by all persons undertaking research with the PRG.

Definition of a “researcher”

This includes:

- persons visiting for short periods of time to undertake research (using local or imported samples, or desk work);
- persons sending samples to the PRG for analysis,
- post-graduate students based at the PRG or part-time with the PRG, and
- students undertaking lab projects, vacation work and other part-time workers

Procedure

1. Completion of the relevant questionnaires (available on our website – prg.ukzn.ac.za). These include:
 - a. Office, laboratory and field work requirements
 - b. Laboratory requirements
 - c. Indemnities

Have a file in which all these forms are kept, to be handed back to the supervisor when leaving, to be scanned and archived.

2. Meeting with PRG management on arrival together with project supervisor with the aim of:
 - a. Providing an overview of the work to be undertaken
 - b. Explanation of the PRG management systems
 - c. Allocation of a PRG “supervisor”
 - d. Identification of needs from the PRG
 - e. Making appointments with the relevant people for further meetings / induction / training
3. Induction by laboratory manager
 - a. If work is to be undertaken in the PRG laboratory or the Newlands Mashu laboratory
 - b. Covers health and safety and good laboratory practice
 - c. General working procedures in the office
4. Practical training by laboratory manager in the relevant analyses
5. Practical assessment by laboratory manager in order to:
 - a. Assess competence in the laboratory with respect to correct PPE, correct procedure, cleaning of working area, disinfection etc.
 - b. Determine which analyses the researcher is able to conduct on his/her own and where assistance is required

6. Drafting of detailed experimental plan with the laboratory manager with the aim of:
 - a. Determining assistance required from the PRG
 - b. Determining which analyses, chemicals are required
 - c. Developing a time line for experiments

7. Drafting of SOPs for the relevant experiments with the laboratory manager
 - a. To identify all risks
 - b. To ensure the correct procedures are followed each time

8. Daily diaries to be kept by researcher / student outlining all activities carried out that day
 - a. To assist in compiling weekly and monthly reports
 - b. Must be hard copies and electronic (and backed up to the LAN)

9. Weekly progress reports to be submitted project supervisor and PRG “supervisor”
 - a. Will assist in identifying problems early such that adjustments can made to the experimental plan

10. Monthly progress reports to be submitted to PRG and project supervisor

11. Before leaving PRG, reports and data to be submitted to PRG management

12. Handover of samples and work area to the laboratory manager.

Specific procedures for Newlands Mashu

1. For research to be conducted at Newlands Mashu (in and out of the Laboratory) the following procedure must be followed:
 - a. Completion of the relevant forms (indemnity)
 - b. Provision of a copy of SA identity document or international passport
 - c. Induction by Newlands Mashu site manager
 - d. Clearance from the PRG Laboratory Manger to work in the laboratory at Newlands Mashu

2. For any new experiments or construction of equipment / infrastructure, the following procedure must be followed:
 - a. Brief background of installation & project (a few lines)
 - b. what exactly you will be installing & a drawing of your system
 - c. where it will installed (use the survey diagram of Newlands to indicate the approximate location) – we need to ensure that they aren’t place over buried service lines
 - d. time frame for the installation work
 - e. any utilities you will be needing and estimated quantities (i.e. electricity, ABR effluent etc.)
 - f. a risk assessment of the finished installation

Laboratory and Newlands Mashu Management

- Access to the PRG and Newlands Mashu laboratory and the use of technicians, is controlled by the Laboratory Manager
- All requests must therefore be first discussed with the Laboratory Manager and the relevant forms completed.
- All requests for work to be carried out by the Workshop must come via the Laboratory Manager by completing the relevant form.
- Access to Newlands Mashu site is controlled by eThekweni Water and Sanitation (EWS).

I, _____ have read and understood the above requirements.

Signature: _____ Date: _____

Checklist

	Relevant	N/A
Completion of the relevant questionnaires		
Meeting with PRG management on arrival together with project supervisor		
Allocation of a PRG supervisor		
Induction by laboratory manager		
Practical training by laboratory manager		
Practical assessment by laboratory manager		
Drafting of detailed experimental plan with the laboratory manager		
Drafting of SOPs for the relevant experiments with the laboratory manager		
Induction at Newlands Mashu		
Keeping of a daily diary		
Submission of weekly progress reports		
Submission of monthly progress		
Submission of all reports and data to PRG management prior to leaving		
Handover of samples and work area to the laboratory manager		

NEWLANDS MASHU RESEARCH SITE



*to be completed by new students who are conducting their research on the site

Student Name & Surname	
Contact Details	(cell) (e-mail)
Institution & Department	
Project Name	
Project Supervisor	
Project Description (include time-line)	

Which area of Newlands will the work be conducted?	
Which equipment will be used?	
Are you going to be using the laboratory?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will need to receive training from Merlien Reddy in the PRG Lab before you are allowed to work in the Newlands Lab. She must deem you fit to work in the laboratory.

Newlands Mashu Research Site Rules

- All PRG laboratory health and safety rules apply to the Newlands laboratory
- Keep your work area clean and tidy at all times
- Do not remove anything that does not belong to you
- Adhere to all the safety signs
- Always ensure you are wearing the appropriate PPE for the job
- Only drink water from the taps attached to containers, do not drink from the stand-pipes around the site
- Eating of any fruits from the trees around the site is done so at your own risk
- Keep within the research site boundary, keep visits to the community garden side to a minimum
- Report any injuries incurred while on site to the Site Manager
- Do not damage any of the Site property as this will be paid out of your account

I understand the rules and undersign to adhere to the rules of the site

.....

Name and Surname Signature Date

*sign this form and send to Lungi Zuma (lungi.zuma@durban.gov.za) along with a copy of your ID/Passport before any work is conducted at the Newlands Mashu Research Site

Safety Procedures for Newlands

In case of a fire

- There is several firefighting equipment available
- The fire brigade number is available on the doors of the containers

Type of equipment	Location
Fire extinguisher	Laboratory Container Reactor Container
Fire Blanket	Laboratory Container Office container

- A first aid kit is available in the cupboard under the sink in the Laboratory Container
- Eye baths are available in the Laboratory Container and in the Reactor Container
- Safety shower is available outside the Reactor Container

In case of injury

- If it's a minor injury, use the first aid kit in the Laboratory Container
- If it is serious, call an ambulance – emergency numbers are available on the doors of all containers
- Assemble in the emergency assembly area (by the gate into the Research Site)
- Do a roll call of everyone on site
- Inform site manager of any on site injuries