



Pollution Research Group  
University of KwaZulu-Natal, Durban  
South Africa

Support to Sanitation Practitioners  
Requirements for undertaking research at the Pollution Research  
Group and associated research facilities

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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](http://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.

- 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 associated field site 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 (emailed to lab manager or supervisor for backup on the LAN)
9. Weekly progress reports to be submitted project supervisor and PRG “supervisor” or weekly progress meetings to be held. This 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.

## Laboratory Management

- Access to the PRG and field laboratories 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.
- All inductions must be undertaken and signed off by the Laboratory Manager
- All relevant indemnities must be signed and submitted to the Laboratory Manager

## Checklist

	Relevant	N/A
Completion of the relevant questionnaires		
Signing of indemnities		
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		
Keeping of a daily diary		
Submission of weekly progress reports or holding weekly meetings		
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		