



Checklist for All Lab Personnel

This checklist is to remind all lab personnel including graduate students, post-doctoral fellows, technicians, summer students, research assistants and associates, visiting scientists or trainees and their supervisor (Principal Investigator) of a number of University and Faculty of medicine guidelines related to research. This checklist should be signed by both parties to indicate that they have read and understand these guidelines.

- All individuals performing research involving animals are responsible for acquainting themselves with the “Guide to the Care and Use of Experimental Animals” of the Canadian Council on Animal Care as well as the Animal Resources Centre (ARC) Information Manual. These are available from the ARC. Formal and informal instruction in animal handling and experimental procedures are offered by the ARC, and an extensive library of resource material is available.
- In carrying out your research you may utilize equipment and procedures that could harm you. It is the responsibility of each individual to acquaint themselves with and utilize the appropriate safeguards. It is also required that all individuals working in laboratories in the Faculty of Medicine successfully complete the WHMIS course offered by the Safety Office.
- Your work may involve the handling of substances which could be hazardous to your health. It is the Supervisor’s responsibility to ensure that Material Safety Data Sheets (MSDS) are readily available within the laboratory and to inform individuals under their supervision of the hazards associated with the materials being used. Copies of MSDS are available from the Safety Office. It is the responsibility of each individual to read the information provided on these sheets prior to working with the material and to take appropriate precautions when handling potentially harmful substances.
- A permit must be obtained for any work involving the use of radioisotopes. It is the Supervisor’s responsibility to obtain this permit. All individuals working with radioisotopes must be properly trained in their use; that is, the individual must have successfully completed The University of Calgary Radiation Protection Course or challenge exam, and be trained in radiation protection techniques specific to each procedure he/she will be performing.
- The Faculty of Medicine has established policies regarding authorship on publications, misconduct in scholarly activity and retention of data and materials products arising from research activity. All Supervisors and lab personnel should familiarize themselves with these policies (see “Faculty of Medicine Research Policy Guidelines for Integrity in Scholarly Activity”).
- The laboratory is not a public area. Although the University is a public facility, individual labs are not public areas. Visits by outside personnel must be authorized by the Supervisor. Visual or audio recordings, including photographs,



of laboratory procedures or laboratory activities must not be made without the written permission of the Supervisor. Permission must similarly be obtained prior to dissemination of such materials.

- Computer software purchased with laboratory funds is the property of the laboratory. Computer software piracy is illegal and will not be tolerated.
- The removal of laboratory or other University equipment from the premises must be authorized by the University. Forms are available from the Faculty of Medicine Facilities and Administrative Services office for this purpose or can be downloaded from the Web.
- Work done with Biohazards is reviewed at the grant application level with certain requirements for its use in the faculty. Please check with your supervisor regarding the handling of all biohazardous material.

In signing this checklist, both the lab employee _____
(print name) and the Supervisor _____ (print name)
acknowledge that they have read and understand these guidelines.

Signature of Lab Employee

Signature of Supervisor

Date

Date

- Copies of the policies outlined in this checklist are available at:
www.ucalgary.ca/UofC/about/policy/index.html
- A copy of this checklist, duly signed by both parties, should be kept on file by the:
 - 1) Coordinator of the appropriate Graduate Education Committee (for students); and
 - 2) Supervisor (for all lab personnel).