

New Laboratory Personnel

Principle Investigator Ping Xu

The laboratory is for research purpose only. No other activity. All persons in the laboratory should be aware that biohazard and chemical hazard in the laboratory and follow the roles from the Office of Environmental Health and Safety (OEHS). No food and drink is permitted in working areas. A chemical spill kit is located on the shelf of the north-East corner. No recapped needles should be placed in sharp disposable box.

You have to finish followings before new job:

1. Review Worker's Right-to-Know Brochure (<http://www.vcu.edu/oehs/WRTK-VCU.pdf>).
2. Fill Worker's Right to Know statement (http://www.vcu.edu/oehs/wrtk1_vcu.pdf)
3. Review Chemical Hygiene Plan in CHP folder (<http://www.vcu.edu/oehs/chemical/labsafe/CHP.pdf>), VCU Biological Safety manual (<http://www.vcu.edu/oehs/chemical/biosafe/biosafetymanual.pdf>),
4. Pass OEHS training test and give lab manager your copy of the training completion for records (<https://www.vcu.edu/oehs/chemical/training/modules.html>).
5. Medical consultation and examination if you are required.

You should review following articles when you have time:

1. Laboratory Safety Program (<http://www.vcu.edu/oehs/chemical/labsafe.html>)
2. Hazardous Materials Emergency Plan (<http://www.vcu.edu/oehs/chemical/Hazmatemerg.html>)
3. Bloodborne Pathogens - Infectious Waste(<http://www.vcu.edu/oehs/chemical/biosafe/bbp.pdf>)
4. Exposure Control Plan (<http://www.vcu.edu/oehs/chemical/biosafe/biosafetynecp.pdf>)
5. Recombinant DNA/Biohazard Information(<http://www.vcu.edu/oehs/chemical/biosafe/rDNA.pdf>)
6. Complete Freund's Adjuvant (CFA) (if you are working with vaccine development) (<http://www.vcu.edu/oehs/chemical/biosafe/CFAinfo.pdf>)
7. Working With Carcinogen (<http://www.vcu.edu/oehs/chemical/carcinogen.pdf>).

Common phones and websites

1. OEHS waste disposal set up: 828-1392
2. Maintain a Satellite Accumulation Area (SAA): 828-1392.
3. Laboratory safety: 828-1392
6. Laboratory Inspection Checklist:
<http://www.vcu.edu/oehs/chemical/labsafe/Labchecklist.html>

Foreign Postdoctorals and Students

1. Get Social Security Number as soon as possible
<http://www.ssa.gov/>

2. Filling the forms from the Human Resource Office
3. Make appointment with VCU International Office
4. Open a bank account if you do not have one
5. Rent room and provide your home address
6. Make appointment with Payroll office for your Tax Exemption.
7. VCU ID card
8. VCU Email accounts
9. Finger print
10. Health examination
11. Lab safety training
12. Animal experiment training (Optional)