

# Lunar & Planetary Laboratory – Designated Campus Colleague Worksheet

\*For additional information please visit [www.hr.arizona.edu/dcc](http://www.hr.arizona.edu/dcc)

\*Non-Enrolled Minors on Campus Program Participation Forms [http://www.studentaffairs.arizona.edu/vpsoffice/minors/minor\\_policy.pdf](http://www.studentaffairs.arizona.edu/vpsoffice/minors/minor_policy.pdf)

Person Information		
(Legal) Last Name:	First Name:	EmplID (if known):
Date of Birth (MM/DD/YYYY):	Other Names Used (if any):	
Home Phone: (        )	Gender: (Check one) <input type="checkbox"/> M <input type="checkbox"/> F	
Mailing Address:		
Personal Email:		
1) Are you a minor (under age 18)? (Check one): <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(MINORS ARE DEFINED AS INDIVIDUALS UNDER 18 YEARS OF AGE, IN ACCORDANCE WITH THE STATE OF ARIZONA CHILD LABOR LAWS ARS 23-232)</i> * <a href="#">Minor and sponsor must attach the appropriate Program Participation form.</a>	Have you previously: 2) Worked for the UA? <input type="checkbox"/> Yes <input type="checkbox"/> No 3) Held a UA no-salary or DCC appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No 4) Enrolled as a UA student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Start Date (MM/DD/YYYY):</b>		
<b>Expiration Date (MM/DD/YYYY):</b>		
Citizenship		
5) Are you a US Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Visa Permit Data (complete if answer to citizenship question is "No")		
6) Citizen/Passport Country:	Visa type:	
Visa Status Date (MM/DD/YYYY):	Visa Exp. Date (MM/DD/YYYY):	
Duties/Services Performed		
7) Are you collaborating or performing services in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8) Are you collaborating on research activities with UA faculty or research scientist? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9) Brief (under 250 characters) description of duties:		
Sponsor/DCC Building Information		
Sponsor's Last Name:	Sponsor's First Name:	Sponsor's EmplID:
<a href="#">Affiliate Institution:</a>	Average weekly hours ( <i>whole numbers only please</i> ):	
UA title (Affiliate and Associates only):		
<a href="#">Building:</a>	Room:	UA Directory Phone:
<b>DCC Type (Circle One)</b> <ul style="list-style-type: none"> <li>• Associate</li> <li>• Affiliate (Must be on the approved UA affiliate institution list)</li> <li>• Building Occupant</li> <li>• Government Agency Staff</li> <li>• Grad Committee Member</li> <li>• Independent Contractor</li> <li>• Inter-Institution Faculty/Staff</li> <li>• Intern</li> <li>• Pre-Hire</li> <li>• Volunteer</li> </ul>		

Security Sensitive Functions - (For additional information please visit <a href="http://policy.arizona.edu/pre-employment-screening">http://policy.arizona.edu/pre-employment-screening</a> )			
	Yes	No	Comments
10) Significant financial oversight responsibilities?			
11) Unsupervised contact with minors who are not enrolled students of the University?			
12) Unrestricted access to residence hall rooms?			
13) Role designated by Dean or Vice President as "security or safety sensitive"?			
14) Driving on university business in UA, rented, or personal vehicles?			
Import/Export - (For additional information please visit <a href="http://orcr.vpr.arizona.edu/export-control">http://orcr.vpr.arizona.edu/export-control</a> )			
	Yes	No	Comments
15) Access to ITAR Controlled data, technology, materials information, software or equipment?			
16) Access to EAR Controlled technology or encryption software code?			
a. Has restrictions on the release of certain project information?			
(Import/Export - continued)			
b. Has a publication or access and dissemination restriction?			
c. Has a military connotation or end-use?			
d. Is sponsored by a defense agency?			
e. Is related to space, missile technology, or biological/chemical weapons?			
f. Requires foreign national approval by sponsor or no foreign nationals are allowed?			
g. Involved in a project that has a technology control plan in place?			
h. Do you have a reason to believe the individual will need an export license?			
Specialized Training Required - (For additional information please visit <a href="http://risk.arizona.edu/training/index.shtml">http://risk.arizona.edu/training/index.shtml</a> )			
	Yes	No	Comments
17) Working in a laboratory setting with any of the following:			
a. Bloodborne pathogens or other biological materials?			
b. Radioactive materials?			
c. Lasers or other non-ionizing radiation?			
d. Hazardous Chemicals			
18) Working in a non-laboratory setting with chemical or biological materials?			
19) Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.			
20) Performing work that requires protective equipment including respiratory and hearing protection?			
Required Attachments			
For Affiliates: CV, <a href="#">Affiliate Verification Form</a>			
For Associates: CV			
For Grad Committee Members: CV or other rationale			
If No to #5: Copy of Visa Documents (do not attach—Please forward to Systems Control)			

DCC Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Faculty/Staff Sponsor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_