Lab Access Request Checklist

Prior to receiving access to Research facilities you will need the following.

To Initiate the Process:

_____ Review the information at the DPES Onboarding and Training site.

The following must be completed before a fob and/or key is assigned:

_____ Submit the Department Personnel Registration and Emergency Preparedness (PREP) form to the Technical Operations Manager (raymond.akbar@utoronto.ca) for review. A completed PREP package will include:

        _____ The PREP document with all applicable sections completed

        _____ The second page signed by both you and your supervisor

        _____ The map of your research lab labeled with all safety equipment listed in the PREP document

Safety Training Requirements:

EHS002 - Basic Health and Safety Awareness
EHS528 - Slips, Trips and Falls
EHS536 - Office Ergonomics

Additional Requirements for individuals working in a Wet Lab:

EHS101 - WHMIS and Lab Safety Training
DPES Basic Laboratory Safety Training (virtual)
  o Contact the Technical Operations Manager to register for the training.

To receive your fob and/or key:

_____ Pay a $20 deposit (payment instructions available at link)