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)
  - 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)