Lab Access Requests

Prior to receiving access to Research Laboratory facilities you will need the following:

To Initiate the Process:

___ Submit a completed Key Access Request form, authorized by your supervisor, to the Program Assistant (EV243).

The following must be completed before the key is assigned:

___ Submit the Department Personnel Registration and Emergency Preparedness (PREP form) to Chemistry Operations Manager (scott.ballantyne@utoronto.ca) for review. A completed PREP package will include:

___ The PREP document with all applicable sections completed
___ The first 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 (in-class)
  o Contract the Chemistry Operations Manager to register for the training.

To receive your key fob:

___ Submit a $20 deposit (at the time of receipt of key or fob).