

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](#))