

Lab Access Request Process

The purpose of this document is to highlight at a high level the expectations for lab and scan card access at Memorial University. This document is not all encompassing and reflects the process at the time of development (March 2022).

To request access to any space within Memorial there are two primary forms that are required. They are:

- 1) A room access form
- 2) A laboratory access form

All room access requests require a room access form, but not all spaces required a laboratory access form. The laboratory access form has been put in place by the Faculty of Engineering to ensure that proper lab safety protocols have been reviewed with the user of the space. Each laboratory space has different safety requirements and as a result each space requires sign off from a Faculty technician (who is responsible for the space in question).

The appropriate points of contact for each lab space in the SJ Carew Building are as follows:

- 1) Student Design Hub (EN1040) – Kyle Doody (kdoody@mun.ca)
 - a. Must complete SDH D2L Safety Shell
 - b. Must complete room access form
- 2) Digital Design and Prototyping Lab – Christian Greenland (cdg420@mun.ca)
 - a. Must complete room access form
 - b. Must complete safety tour with lab technician
 - c. Must complete laboratory access form
- 3) Mechatronics Lab – Christian Greenland (cdg420@mun.ca)
 - a. Must complete room access form
 - b. Must complete safety tour with lab technician
 - c. Must complete laboratory access form
- 4) Material's Lab – Steve Steele (ssteele@mun.ca)
 - a. Must complete room access form
 - b. Must complete safety tour with lab technician
 - c. Must complete laboratory access form
- 5) Machine Shop – TBD
 - a. Must complete room access form
 - b. Must complete safety tour with lab technician
 - i. NOTE: students are not typically given unsupervised access to the machine shop. Students are expected to work with the Technician during business hours, or by arranging overtime through the SDH.
- 6) Thermo Lab – Matthew Curtis (mcurtis@mun.ca)
 - a. Must complete room access form
 - b. Must complete safety tour with lab technician
 - c. Must complete laboratory access form
- 7) Fluids Lab – Craig Mitchell (mitchellc@mun.ca)
 - a. Must complete room access form

- b. Must complete safety tour with lab technician
 - c. Must complete laboratory access form
- 8) Structures / Concrete Lab – Sean Organ (sorgan@mun.ca)
 - a. Must complete room access form
 - b. Must complete safety tour with lab technician
 - c. Must complete laboratory access form
- 9) Student Garage (EN1015A) - TBD
 - a. Must complete room access form
 - b. Must complete garage safety shell on D2L
 - c. Must provide copies of SC 1807 WHIMIS and SC 1808 Lab Safety Certificates
 - d. An additional safety training on HOT WORK may be required

Attached to this document you will find a blank copy of each form. They need to be completed with **ALL relevant fields**.

Room Access Form

The room access form is the less involved of the two documents. This form simply requires that a member of Faculty or Staff sign off on the request for access. In some cases (such as for the Student Design Hub) this can be the Engineer in Residence, however in most cases it should be your team's faculty mentor.

You will only be given proxy card access to any given space. Ensure that the form is completed **FULLY** before submitting it for sign off.

Note: most people miss that they need to put the **ROOM NUMBER** they are requesting under the SJ Carew Box.

SJ Carew	:
	:

Lab Access Form

To gain access to most labs in the University, the Laboratory access form is required to be completed. The major component of this form is that it requires sign off from the technician that supports the lab space before it can be approved, as well as your Faculty mentor.

Complete the form to the best of your ability and bring it with you to the arranged meeting. The lab technician will review the required PPE and safe use protocols for the space. After which they'll sign the bottom of the second page. **You must also sign the bottom of the second page**, along with your faculty mentor.

NOTE: There are several places on this form for you to write your name. Please fill them all in.

Sign-Off Processing

To ensure that your access is approved as swiftly as possible the following workflow is suggested:

- 1) Print and complete both forms to the best of your ability
- 2) Schedule a safety tour for the lab with the appropriate technician (the Engineer in Residence can facilitate the safety walk if required)
- 3) Have the technician complete the sign off
- 4) Scan the signed forms and send them to your faculty mentor for sign off
- 5) Forward the forms to the Engineer in Residence for processing

After everyone has signed off on the form they will go to the Department Head of the lab space for approval. Following their sign off, the Faculty's head administrator must approve the form and then it will be sent to Campus Enforcement for processing.

On average, the process takes about two weeks to be completed if all forms are completed and submitted properly. When approved, you should get an email confirming your card access.

Student Welding Equipment Access Procedure

Students wishing to access welding equipment through Memorial's Faculty of Engineering will need to complete the following:

- 1) Request a welding safety training through the Engineer in Residence
 - a. This training is provided by technical services and will take 2-3 hours
 - b. Provide several 3 hour slots during regular business hours when you can be available for the training (if outside of regular scheduled training sessions)
 - c. These trainings come at a cost to the program. As a result they will be offered limited times a year. If you miss the training there will be no guarantee that another session will be offered

- 2) The EIR will need to complete a Technical Services Work Order request for 2-3 hours. The request must be signed and approved by the project PI and the project grant administrator. The completed request can then be submitted to: Robin Dalton, rdalton12@mun.ca
 - a. Then a time can be scheduled based on technician and student availability

- 3) Following the training, complete the laboratory access form per regular sign off process above. Have the technician who delivered the training sign the form in place of the Technician.

- 4) Follow the rest of the process as outlined above



ROOM/BUILDING ACCESS REQUEST FORM

S. J. Carew Building / Bruneau Building / Suncor Center / Coughlan College
Faculty of Engineering and Applied Science, Memorial University of Newfoundland

Name of Requestor: _____

Employee #: _____ Student #: _____

Email Address: _____ Telephone #: _____

COVID-19 Requirements:

1. I have reviewed the January 2022 Health and Safety Moment and acknowledge my adherence to the Controls for Approved Access to Campus. Yes: _____ Date: _____

Hours Access Required: 6 a.m.- 5 p.m. 5p.m.-10 p.m. Proxy Request
Days Access Required: Mon-Fri Weekends Key Request

Table with 4 columns: SJ Carew, Suncor Centre, Bruneau, Coughlan

*Please note: Laboratory/Research Area Access Authorization Form must be completed and attached for lab access.

Reason for access: _____

Dates Access Required: _____ to _____

Requestor's Name (Print): _____ Signature: _____

Date: _____

Supervisor's Name (Print): _____ Signature of approval: _____
Date: _____
Department Head Name (Print): _____ Signature of approval: _____
Date: _____
Senior Administration Officer Signature of approval Date

FOR OFFICE USE ONLY:

Key Request#: _____

CEP Notified Date: _____ Notified by: _____

CEP Approved Date: _____ Requestor Notified: _____ Notified by: _____



Laboratory/Research Area Access Authorization

Faculty of Engineering and Applied Science
Memorial University of Newfoundland

Identification:

Authorized Person: _____ : Contact Number _____

Supervisor/Course Instructor: _____ : Contact Number _____

Authorized Laboratory Room(s): _____

Authorized Hours:

- Regular working Hours: 9:00AM to 5:00PM: Y : N
- Weekend and Holidays: 9:00AM to 5:00PM: Y : N
- After Hours: ___ : ___ AM to 9:00AM
- After Hours: 5:00PM to ___ : ___ PM

Lab Access: KEY(s) Y / N : Access Code(s) Y / N : Proxy/Card Swipe Y / N

Activation Date _____ : Deactivation Date _____

Task Description: _____

Equipment:

Requirements:

Authorized Access is subject to the following conditions:

- 1) Only persons authorized to enter the designated Laboratory shall be permitted.
- 2) All authorized persons shall familiarize themselves with the safety instructions and the emergency regulations prior to commencing work in the laboratory.
- 3) All authorized persons shall not consume alcoholic beverages prior to or during their work in the authorized laboratory.
- 4) All authorized persons shall not consume food or beverages while inside the authorized laboratory.
- 5) Equipment, materials and related Laboratory supplies must not be removed.
- 6) All authorized persons shall recognize the unique restrictions of each laboratory and adhere to these unique restrictions.
- 7) If project supervision is necessary because of its nature, each authorized person is responsible for obtaining proper supervision or aid for their work mandates.
- 8) If a project requires the use of equipment that is only authorized to be operated by a technician, then appropriate arrangements must be made for a technician to operate the equipment
- 9) Room/Laboratory entrances:
 - a. To be left Open while occupied.
 - b. To be left Closed while occupied with door locked.

Laboratory/Research Area Access Authorization

**Faculty of Engineering and Applied Science
Memorial University of Newfoundland**

10) Authorized persons are not allowed under any circumstance to enter undesignated and/or unassigned areas within their assigned work space with the following mitigating circumstances: Personal Safety: Fire, flood, unforeseen Circumstance.

11) _____ (Authorized Person: Signature) agrees to indemnify and save harmless, Memorial University of Newfoundland against any loss, cost, or damage on account of any injury to persons, property of whatsoever kind or nature, as a result of or in any way arising out of the occupation of the said Laboratory, and further more agrees to remise, release, and forever discharge Memorial University of Newfoundland and all of its officers, agents and employees, acting officially or otherwise, from all claims, demands, actions, or cause or action on account of injury to persons or property which may occur, or as a result of or in any way arising out of the occupation of the said laboratory.

12) The following safety procedures must be followed (check applicable boxes):

- Safety Lab Coat Respirator ★ WHMIS Buddy System
 Safety Glasses Dosimeter TDG MUN Safety Course
 Safety Gloves CSA Safety Boots Life Vest _____
 Technologist has reviewed designated area and equipment for any safety concerns.

13) Safety infrastructure review of assigned work area and location of (check boxes):

- First Aid Kit(s) Fire Extinguisher(s) Fire Exit(s) Spill Kits MSDS
 Telephone Light Switches Fire Blanket Eye Wash Station.

14) Emergency Phone Numbers

Contact	During Hours	After Hours
1 Facilities Management	864-7600	864-7600
2 Campus Enforcement/Security	864-8561	864-8561
3 Supervisor		

15) Clean-Up: It is the responsibility of the persons(s) working in the laboratory to keep their area clean of debris while working and to clean up after every visit.

16) _____ (Authorized Person: Print) has reviewed the contents of this authorization form and has agreed to abide.

17) Review Notes: _____

_____ Form Reviewed By	Supervisor/Course Instructor: _____ (sign)
_____ Authorized Person (sign)	_____ Department Head Date

★ Protection requirements must be reviewed by Memorial's Respiratory Protection Program Coordinator.