

Student Onboarding Checklist

| Timeline | Activity | Description/Responsible | Contact/Reference |
|---------------------|--|---|---|
| 1. First day | Paperwork / Documentation | <ul style="list-style-type: none"> Authorization to work in a TBEP Lab requires all personnel to read and sign off on the MOU. <ul style="list-style-type: none"> Aspects of the MOU that needing clarification should be discussed with the Lab Manager or PI. The PI signs the MOU as the Certificate holder. A hard copy must be maintained by the Lab and available for inspections. | MOU Link Lab Manager or PI Principal Investigator |
| | Welcome/Tour | <ul style="list-style-type: none"> The PI designate will provide a tour of the lab area, shared space and amenities to the students. And also make introduction to other students, staff and key contacts for requests and questions. | PI Designate |
| | Notify Reception | <ul style="list-style-type: none"> New students should provide reception with the following information so they are processed into our TBEP system: <ul style="list-style-type: none"> Name Email address Program title (PhD, MSc, Postdocs etc.) Lab (PI) name | Reception |
| | Access card | <ul style="list-style-type: none"> Cards take 1-2 days to process and the student is notified by email when the card is ready. The card provides access to both 14th floor entrances and: <ul style="list-style-type: none"> Afterhours access to University Avenue, College Street entrances and the elevator. The CIBC Live Lounge on the ground floor. Note: Initial access on the 14th floor is 'office only'. Lab access is added when biosafety training is complete. For damaged or lost, a temporary card can be issued: <ul style="list-style-type: none"> During office hours by TBEP Reception. Afterhours by MaRS Security. [<i>Photo ID is required</i>]. | Reception |
| | UTORid | <ul style="list-style-type: none"> You need a UTORid and password to login to the EHS training module. Non-U of T personnel should follow these Instructions to obtain their UTORid. [See appendix B]. Once activated, set up your 'my EHS' account with your new UTORid. | |
| | Work stations: Seating and Locker Assignment | <ul style="list-style-type: none"> Seats are assigned by the Lab Manager based on priority and availability. Work stations have desk drawers with keys. A refundable \$10 deposit is needed for the key. When the key is returned at the end of the program, the student gets the deposit back. | Lab Manager |

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| | | <ul style="list-style-type: none"> • Contact admin.tbep@utoronto.ca if interested. • Every work station has an associated hallway locker. Please contact Reception to set up your 4-digit pin. <p>Note: If you are locked out or your locker malfunctions, your locker can be reset:</p> <ul style="list-style-type: none"> ○ <u>Office hours:</u> by Reception. ○ <u>Afterhours:</u> by MaRS Security. <i>You will be required to show a piece of photo ID.</i> | <p>TBEP Admin</p> <p>Reception</p> |
| <h2 style="writing-mode: vertical-rl; transform: rotate(180deg);">2. As soon as possible</h2> | <p>Lab Biosafety Training:</p> | <ul style="list-style-type: none"> • Students without the required biosafety training may, if needed, get supervised access to the laboratory. • Students must register for training as soon as possible: Login to your 'my EHS' account to register for the following courses: <ol style="list-style-type: none"> 1. <u>BME Health and Safety Orientation:</u> Register: BME Health and Safety Questionnaire <ul style="list-style-type: none"> ○ Scroll to the bottom of the page for dates ○ Select a date to open the form ○ Complete and submit the form to register 2. <u>UofT EHS 601 [Lab Biosafety], EHS 101 [WHMIS], and EHS 002* [Basic Health and Safety Awareness]</u> *employees only (including postdocs) Register: My EHS Training <ul style="list-style-type: none"> ○ Your UTORid and password are required to login to this training module. ○ Once your training is complete, provide proof of completion to admin and reception: <ul style="list-style-type: none"> ▪ IBBME001: the inspection checklist. ▪ EHS 601, 101 and 002: the online results. <p>Important: you may require additional EHS training for your specific lab work. Refer to the EHS Training Matrix for additional information.</p> | <p>Gary Hoang Gary Hoang</p> <p>reception.tbep@utoronto.ca And admin.tbep@utoronto.ca</p> |
| <h2 style="writing-mode: vertical-rl; transform: rotate(180deg);">3. Ongoing + useful Information</h2> | <p>Shared Facilities</p> | <ul style="list-style-type: none"> • <u>Room Booking:</u> <ul style="list-style-type: none"> ○ TBEP has two meeting rooms that can be booked through tbep.bookedscheduler.com. • <u>Shared Equipment:</u> <ul style="list-style-type: none"> ○ TBEP's extensive list of shared equipment can be booked through tbep.bookedscheduler.com. • All new users must contact reception.tbep@utoronto.ca to set up a new account. | <p>http://labs.tbep.utoronto.ca/room-equipment-booking/</p> <p>tbep.bookedscheduler.com</p> <p>reception.tbep@utoronto.ca</p> |
| <h2 style="writing-mode: vertical-rl; transform: rotate(180deg);">3. Ongoing + useful Information</h2> | <p>Internal Website</p> | <ul style="list-style-type: none"> • <u>TBEP Internal website:</u> <ul style="list-style-type: none"> ○ Visit the TBEP internal website for links to Lab SOPs, IT guides, seating plans, and more. | <p>http://labs.tbep.utoronto.ca/</p> |

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| | Policy on Scented Products | <ul style="list-style-type: none">• To ensure a safe and healthy environment for our staff, TBEP also adopts the University-wide policy on scented products.<ul style="list-style-type: none">○ Please review the guidelines and the poster for more information. | |

Student Onboarding Checklist

APPENDIX A

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| Michelle Bendeck michelle.bendeck@utoronto.ca | Guangpei Hou g.hou@utoronto.ca |
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APPENDIX B

The image shows a screenshot of a web form titled "Training Registration". A blue callout box with the text "Enter your UTORid" has an arrow pointing to the "Personnel #" field. The form includes the following fields and elements:

- UTORid**: A text input field with a search icon and a star.
- Personnel #**: A text input field with a star. A red note next to it says "Enter Student # only if you do not have a Personnel #".
- Status**: A dropdown menu currently showing "-- No Selection --".
- First Name** and **Last Name**: Text input fields.
- Work Phone**: Text input field.
- Email Address** and **Confirm Email**: Text input fields.
- Organizational Unit**: A dropdown menu with a search icon.
- Department**: A dropdown menu with a search icon.
- Start Date**: A date picker showing "6/5/2019".
- Supervisor**: A text input field with a search icon.
- Submit** and **Cancel**: Buttons at the bottom of the form.