Timeline	Activity	Description/Responsible Contact/Reference	
1. First day	Paperwork / Documentation	 Authorization to work in a TBEP Lab requires all personnel to read and sign off on the MOU. 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	 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	 New students should provide reception with the following information so they are processed into our TBEP system: Name Email address Program title (PhD, MSc, Postdocs etc.) Lab (PI) name 	Reception
	Access card	 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: 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: During office hours by TBEP Reception. Afterhours by MaRS Security. [Photo ID is required]. 	Reception
	UTORid	 You need a UTORid and password to login to the EHS training module. Non-U of T personnel should follow these <u>Instructions</u> 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	 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

Updated June 2022 Page 1 of 4

Student Onboarding Checklist

Timeline	Activity	ivity Description/Responsible Co	
		 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. Note: If you are locked out or your locker malfunctions, your locker can be reset: Office hours: by Reception. Afterhours: by MaRS Security. You will be required to show a piece of photo ID. 	TBEP Admin Reception
2. As soon as possible	Lab Biosafety Training:	 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: BME Health and Safety Orientation: Register: BME Health and Safety Questionnaire Scroll to the bottom of the page for dates Select a date to open the form Complete and submit the form to register UofT EHS 601 [Lab Biosafety], EHS 101 [WHMIS], and EHS 002* [Basic Health and Safety Awareness] *employees only (including postdocs) Register: My EHS Training 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:	Gary Hoang Gary Hoang reception.tbep@ut oronto.ca And admin.tbep@utoro nto.ca
Ongoing + useful Information	Shared Facilities	 Room Booking: TBEP has two meeting rooms that can be booked through tbep.bookedscheduler.com. Shared Equipment: 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. 	http://labs.tbep.ut oronto.ca/room- equipment- booking/ tbep.bookedsched uler.com reception.tbep@ut oronto.ca
က်	Internal Website	 TBEP Internal website: Visit the TBEP internal website for links to Lab SOPs, IT guides, seating plans, and more. 	http://labs.tbep.ut oronto.ca/

Updated June 2022 Page 2 of 4

Student Onboarding Checklist

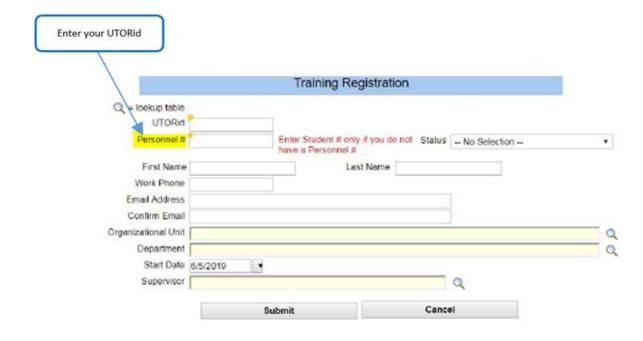
Timeline	Activity	Description/Responsible	Contact/Reference
	Policy on Scented Products	 To ensure a safe and healthy environment for our staff, TBEP also adopts the University-wide policy on scented products. Please review the <u>guidelines</u> and the <u>poster</u> for more information. 	

Updated June 2022 Page 3 of 4

APPENDIX A

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APPENDIX B



Updated June 2022 Page 4 of 4