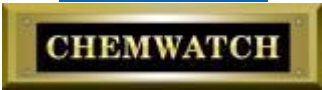


Useful Information for Science Students, Staff & Faculty

https://www.trentu.ca/scienceservices/science-safety-program	Science Safety training • There are training prerequisites e.g., WHMIS, needed before you start work in the lab. • This is required by everyone. • In addition to the required training, supervisors will determine what additional training might be required e.g., fume hood safety, compressed gas, liquid nitrogen etc.
https://www.trentu.ca/humanresources/human-resources-services/recruitment/non-employee-unpaid-appointments	How to obtain WHMIS training for non-paid appointments e.g., volunteers, some research appointments, placement positions
VIP - Human Resources - Trent University	Link to Human Resources and VIP training guides • Check out the library in VIP to see what training modules are available e.g. IT, science safety, AODA, H&S
 TrentU Card - Trent University	Building Access After-hours building access is restricted, and you will require an activated campus ID card to allow swipe entry. To request access <u>your supervisor</u> must email: Angela Sikma angelasikma@trentu.ca • Include your full name, • campus card number (specifically the 5 or 6 digits following the asterisk '*' or plus '+' or minus '-' sign) • building(s) and access points you require 1. Note: If you need to replace your existing campus card e.g., lost, advise the Card office so they copy existing access to your new card. Email: scottroscoe@trentu.ca with your new card number so we can update our database. 2. Alternatively, you can Scott and we can transfer access to your new card.
Chemical Safety Program - Science Services - Trent University 	HECHMET chemical inventory Trent University is using a database to document existing and newly ordered lab chemicals. As part of the inventory, we have access to a safety data sheet (SDS) database called Chemwatch • Use link on left to access SDS for chemicals in your lab • You must have a SDS for each chemical in your lab • Each SDS must be current (updated within the last 3 years) • Contact Dan Matsushita danielmatsushita@trentu.ca if you need your account information.

https://www.trentu.ca/scienceservices/sites/trentu.ca/scienceservices/files/documents/Icon%20based%20HECHMET%20barcodes poster amended.docx	How to order chemicals for your lab To assist the HECHMET chemical inventory system it is important that you follow ‘how to order chemicals’ process. • Always ensure your supervisor has approved the purchase of your chemical(s). • The chemical inventory can be a useful tool for your lab • If you would like more information or training, contact Scott Roscoe scottroscoe@trentu.ca
https://www.trentu.ca/chemistry/contact/science-stores	Ethyl alcohol (95% & 100%) If you use 95 or 100% ethyl alcohol (also referred to as ethanol or EtOH) in your research, you must document all usage. • This is a requirement by law under Revenue Canada • See the link on the left for information and associated forms
https://www.trentu.ca/print-post/welcome-campus-shipping-receiving-centre-src	Shipping & Receiving (SRC) We have an inter-department mail service –you can send mail and packages internally. • Receiving delivery of a product for your lab? • Remember to include your supervisor’s name on the address label. This is required so SRC knows where to direct the shipment. • If you send samples via courier (UPS) the form must be signed by your supervisor with their research account number. UPS form is available on the SRC website.
Information on reporting processes: 1. https://www.trentu.ca/scienceservices/science-facilities/fixing-facilities 2. https://www.trentu.ca/facilitiesmanagement/repairs-and-maintenance-requests	“Fixit”- Lab, office or building facilities not working? Is an electrical breaker tripped, sink plugged, pipe leaking, elevator issues, or a fume hood in alarm? Report it. • Monday-Friday 8AM-4 PM contact Fixit at email: Fixit@trentu.ca or 705-748-1366 (or extension 1366) • Off hours, weekends or holidays: contact Campus Safety 705-748-1328 (or extension 1328)
Employee Incident Report - Health and Safety - Trent University	Injury (Incident) Reporting If are injured, you must let your immediate supervisor know. This could be a trip, slip or fall, a cut from a piece of lab glass, a chemical burn etc. • Your supervisor must complete the form (link on the left) and submit it to H&S • Follow the link for details. Note: this is time limited and if an injury requires attention beyond first aid, the form has to be completed and submitted within 3 calendar days. • You will not be disciplined for reporting an injury.

More information on lab services can be found at:

<https://www.trentu.ca/scienceservices/science-facilities/lab-services>

https://www.trentu.ca/scienceservices/science-facilities/disposal-laboratory-waste	Chemical Waste & Lab Recycling • We do not discard chemical wastes down the sink or garbage. You must adhere to processes and specific lab waste drop off locations. • There are chemical waste rooms in ESC C, DNA B & LHS D • Questions on process or wastes generated in your lab? Contact Scott scottroscoe@trentu.ca • Refer to the link on the left for information on the different processes for managing lab wastes e.g., chemical wastes, lab glass/plastic recycling, electronic/battery recycling, sharps etc.
https://www.trentu.ca/riskmanagement/emergency-management/emergency-response-procedures/spills-and-leaks	Chemical Spills • If you have a localized minor chemical spill or leak, control or contain the spill according to your lab's procedures • Contact your supervisor and advise Scott Roscoe & Angela Sikma (Science Facilities). • If is a major spill or leak, evacuate the immediate area, and contact Campus Safety 705-748-1333
Link to resources available e.g. autoclaves, walk-in cold storage, environmental chambers, fume hoods, lab water etc. https://www.trentu.ca/scienceservices/science-facilities/lab-services	Liquid Nitrogen (LN2) If you require the use of LN2 in your research, you must first receive training. • Your supervisor must email to authorize training. Contact Scott scottroscoe@trentu.ca Email must Include: ✓ Your full name, ✓ And written authorization for you to receive training for use of LN2 in the lab ✓ We will schedule training directly with you
https://www.trentu.ca/scienceservices/science-safety-program/biohazardous-material-biosafety	Biohazardous Materials & Biosafety Are you planning to work with bacteria, viruses, fungi, parasites, protozoa, biotoxins etc. and potentially biohazardous material (blood, mammalian cell lines)? • Contact Biosafety officer: Angela Sikma angelasikma@trentu.ca
https://www.trentu.ca/scienceservices/science-safety-program/radiation-x-rays-laser-safety	Radioactive, x-rays & lasers on campus Planning on using materials or equipment containing or employing radioactive, x-rays or lasers? • Contact Angela Sikma angelasikma@trentu.ca
https://www.trentu.ca/scienceservices/science-facilities	Scientific Equipment Purchases & Installation Prior to purchasing new lab equipment, it is important to be aware of what to consider before buying.

https://www.trentu.ca/scienceservices/science-facilities/lab-services	Compressed gas storage Our gas provider (Linde) will deliver tanks to specific drop off points i.e. DNA A, DNA B or SC Loading docks. • Ordering, delivery & storage processes under “compressed gases (cylinders)” link on left • Need an account for ordering gases? Contact Chris McWilliam in Purchasing cmcwilliam@trentu.ca
https://www.trentu.ca/scienceservices/sites/trentu.ca/scienceservices/files/documents/Autoclave%20training_all%20units%202019.pdf	Autoclaves An autoclave is a device that uses steam to inactivate bacteria, viruses, fungi, spores—ensures sterility. Used when making media, sterilizing some lab wastes etc. • You must complete the autoclave training module before use and ensure you are familiar with lab procedures. • Autoclaving biohazardous material? You must use complete biosafety training.
HOW to store samples 2026 ICON.pdf	Shared Walk-in fridges and freezers There are several shared large walk-in fridges and freezers for sample storage. • It is critical that you organize & label your samples and remove/discard with supervisor’s approval. • Unlabelled samples may be discarded by Science Facilities at any time. • See the attached guidelines on using shared walk-in fridges and freezer facilities.
Environmental Chambers.docx	Environmental chambers We have environmental chambers that may be available for booking. They have varied capacities with units having lighting, humidity and temperature options to basic temperature controls. If you are interested in learning more, contact Angela or Scott to initiate a discussion. Booking requests are made through Angela and your supervisor must be included in your email requests.
https://www.trentu.ca/ori/research-services/ethics/animal-care	Animal Care Any formal teaching or research work that involves vertebrates or cephalopods must ensure protocols are in place before starting. • This would include any placements or co-ops involving working with animals. • Basic online training is available on Black Board with self-registration. Search for “Core Animal Research Ethics” for the CARE course. Contact: jallen@trentu.ca

Information Security Policy.pdf	IT policy on disposal of electronic equipment
	If you recycle or dispose of Trent University computers or electronics of a potentially confidential, sensitive nature you must adhere to the policy for data protection.
Asset Disposal - Purchasing - Trent University	Asset Disposal
	Read this information—important if you are planning on disposing, rehoming or removing any university assets.
https://www.trentu.ca/map/	Trying to locate something on campus?
	Map highlighting locations on campus e.g., first aid, parking, dining, construction, student services etc.
https://www.trentu.ca/tuefrt/welcome/aeds-campus	First Aid: AEDs on Campus
	Shows locations of AEDs on campus.

Campus Safety Contact Information

Non-emergency number: 705-748-1328

Emergency number: 705-748-1333

Emergency Response Procedures:

<https://www.trentu.ca/scienceservices/quick-emergency-response-procedures>

Know your “911”/civic building address:

<https://www.trentu.ca/riskmanagement/emergency-management/911-addresses>

Download the Trent U Safety App

<https://www.trentu.ca/security/trentu-safety-app>



Science Facilities Staff Office: ESC A203

Angela Sikma, Manager
Email: Angelasikma@trentu.ca
Phone: 705-748-1011 ext. 6253
Cell: 705-931-0402

Scott Roscoe, Coordinator
Email: Scottroscoe@trentu.ca
Phone: 705-748-1011 ext. 6398
Cell: 705-927-8182