

# A guide to FAM and requesting access to a Faculty of Science Space

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## List of all mandatory and recommended trainings

The following is a list of all the mandatory and recommended trainings that are applicable to work in the Faculty of Science. These should be completed prior to starting any work.

### **The following training is mandatory for ALL personnel, students and volunteers.**

- WHMIS 2015 training (for [laboratory or office](#)):

Note: If you work in a **lab** you must take the laboratory WHMIS 2015 training

### **The following training is mandatory for ALL persons working in a laboratory:**

- [Lab Safety Training](#) :
- [Fire Safety in Laboratories](#) (mandatory for **chemistry** staff, **optional for others**):

### **The following training is mandatory for ALL paid workers**

- [Worker Health and Safety Awareness Training](#):
- [Violence Prevention](#):
- [Respect in the workplace](#):
- [Accessibility Standards for Customer Service](#):
- [Working Together: The Code and the AODA](#):
- [Roles and Responsibilities](#)

### **The following training is mandatory for ALL supervisors:**

- [Supervisor Health and Safety Awareness](#):

### **The following job-specific training may be required (ask your supervisor for more information):**

- [Principles of Laser Safety](#) (go to training requirements on webpage)
  - Complete Theoretical course
  - Take in-lab training.
  - Submit your theoretical course certificate and Laser User Registration Form
- [Biosafety](#)
- [Radiation Safety](#) (only available in English)
- [X-ray diffraction](#) (contact X-ray core facility for training)
- [NMR](#) (contact NMR facility manager for training)
- [Dry Lab Risk Management](#)
- [Spill Response training](#)
- [Autoclave training](#)

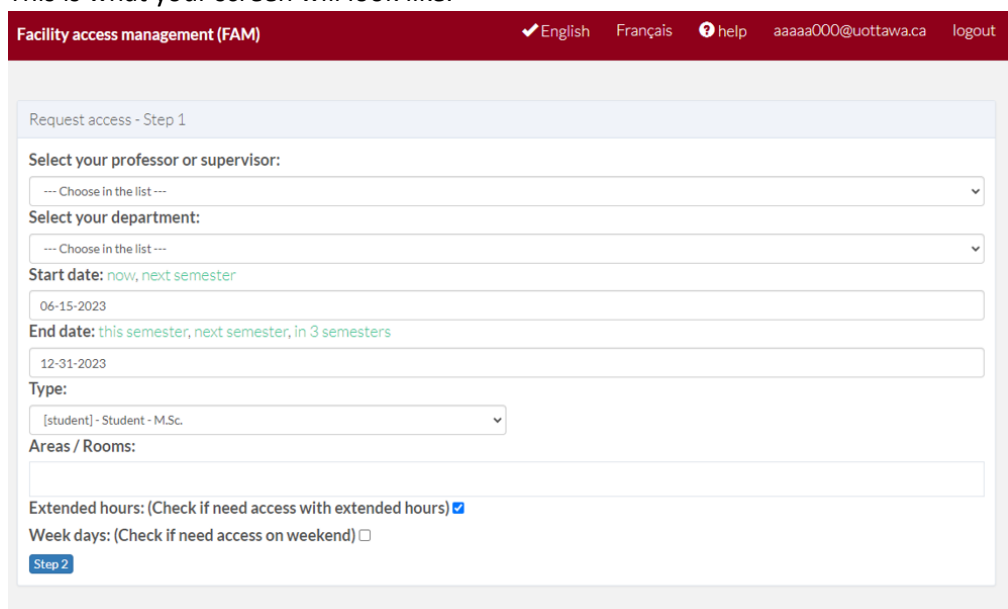
**Note: Your lab may have training and standard operating procedures that are specific to the work being performed Ex. glovebox training, operating and maintenance of vacuum pumps, lab specific SOP documents. Speak with your supervisor about being properly trained and informed.**

## How to create a profile and request your accesses?

1. Go to <https://fam.uottawa.ca/> and login using your uOttawa credentials (the same ones you use to log into your email or Brightspace)

**NOTE:** If you **DO NOT** have a uOttawa email address, please ask your department to create your profile for you and list the accesses that you need. You will **ONLY** be able to log into FAM with your external email after a profile has been created for you.

2. If you already have access to a Faculty of Science space, you will be taken to your FAM dashboard, if this is your first time, you will be prompted to request your required accesses. This is what your screen will look like.



The screenshot shows the 'Request access - Step 1' form in the Facility Access Management (FAM) system. The form is set against a dark red header with the text 'Facility access management (FAM)' and navigation links for 'English', 'Français', 'help', 'aaaaa000@uottawa.ca', and 'logout'. The form fields include:

- 'Select your professor or supervisor:' with a dropdown menu showing '--- Choose in the list ---'.
- 'Select your department:' with a dropdown menu showing '--- Choose in the list ---'.
- 'Start date:' with a dropdown menu showing 'now, next semester' and a text input field containing '06-15-2023'.
- 'End date:' with a dropdown menu showing 'this semester, next semester, in 3 semesters' and a text input field containing '12-31-2023'.
- 'Type:' with a dropdown menu showing '[student] - Student - M.Sc.'.
- 'Areas / Rooms:' with a large text input field.
- 'Extended hours: (Check if need access with extended hours)' with a checked checkbox.
- 'Week days: (Check if need access on weekend)' with an unchecked checkbox.
- A 'Step 2' button at the bottom left.

3. Fill in the required information from the drop-down menus. To select your room access, click on the "Areas/ Rooms" box and start typing in the room you need access to. Insert a space between the three-letter building code and room number (ex. DRO 124 for D'Iorio room 124). When the room you need access to pops up, you can select it, and it will be added to your request. Repeat the process and select as many rooms as needed.

**Note:** If you need access outside of normal working hours and/ or on weekends, select the "extended hours" and/ or "weekdays" check boxes.

4. Once you have selected all your required accesses, proceed to Step 2 (button at the bottom of the form)

5. Your dashboard will now look like this. Your access is pending supervisor approval. Once approved, you will be prompted to complete your required trainings.

The screenshot shows the FAM dashboard with a dark red header containing the text 'Facility access management (FAM)' and navigation links for English, Français, help, a user profile (aaaa000@uottawa.ca), and a logout button. Below the header is a green button labeled '+ REQUEST ACCESSES'. The main content area is titled 'My accesses' with a red 'Pending approval' tag. It contains a table with the following data:

Start date	2023-06-15
End date	2023-12-31
Department	Biology
Supervisor	Allyson MacLean (amaclea3@uottawa.ca)

Below this is the 'Key(s) and card(s)' section, which contains a table with the following data:

Access type	#	status	Room/Area list
1. Card / Fob		not issued Card Not enabled yet	North Photonics Corridor (Corridor) Not enabled yet ARC 1ST FIR S/E (past shipping) (Floor) Canceled ARC 2ND FLOOR SOUTH NIGRAD STU (Floor) Canceled ARC 5TH FLR NORTH (Floor) Not enabled yet ARC 375 BY STAIR A (Room) Canceled ARC 531 (Room) Canceled ARC 330 (Room) Canceled ARC 378 (Room) Not enabled yet

6. Once your access has been approved by your supervisor, you will receive an email with the links to your mandatory trainings.

**Note:** Your request will not be seen by the department until you complete all your trainings. You must complete ALL the trainings prior to going into a lab.

This is what your training dashboard will look like in FAM.

The screenshot shows the FAM dashboard with a dark red header containing the text 'Facility access management (FAM)' and navigation links for English, Français, help, a user profile (jbecart@uottawa.ca), and a logout button. The main content area is titled 'Training(s)'. It contains two sections:

**Training(s) not done or not checked**

Name	Status
Onboarding form prerequisites	not done

Below this is a red box with the text: prerequisites. Accesses requests will only be processed after completion of prerequisites trainings.

**Training(s) done**

Name	Completed on
Laboratory Safety Courses	2021-09-27
WHMIS 2015 - for office workers	2021-08-26
Orientation for Laboratory Personnel	2022-02-08
Worker Health and Safety Awareness	2022-10-07

WHMIS and Lab Safety training are completed on an external platform but will be registered in the FAM system when completed. **It is crucial that you use the same email address to complete these trainings as you used for your FAM profile.**

To complete the Orientation Form, select "Add Form". Fill in the blanks on the electronic form and submit it.

**Note:** by submitting the form, you acknowledge that you have read, filled out, and understood the form. Only submit the form once you have filled in every box.

For more information on training requirements, go to the ["Training Requirements" List of all Mandatory and Recommended Training](#) sections of this document.

7. Once you have completed all the required training, your request will be sent to the department. The department will prepare your required keys and key card. When your keys and key card are ready for pick up, you will receive an email telling you where to go. **DO NOT** go to the department prior to receiving this email, they will not have your keys ready.

**Note: a \$40 cash deposit is required to pick up keys. Please bring exact change. You will be reimbursed when you return your keys and key card.**

## Training requirements.

To get keys to your lab or office, you must first complete the required training. You can see your specific training requirements on your FAM dashboard under the “Trainings” section.

**THE DEPARTMENT WILL ONLY SEE YOUR REQUEST AFTER ALL OF THE MANDATORY TRAININGS HAVE BEEN COMPLETED**

### Orientation Form

1. Sign into [FAM](#) using your uOttawa credentials.  
If you do not have a uOttawa email address, FAM will send you an email with information on how to login and complete the form.
2. Scroll to the “Trainings section”
3. Under the Orientation Form section, click “Add form”.
4. Read through and fill out the form. Once complete, hit the submit button.

**Note:** that by hitting the submit button, you attest that you have read and understood the form and agree to follow all rules laid out to you by your supervisor and within the form.

Facility access management (FAM) English Français help jbecart@uottawa.ca logout

#### Training(s)

Training(s) not done or not checked 3

Name	Status
Onboarding form prerequisites	not done <a href="#">Add form</a>

prerequisites Accesses requests will only be processed after completion of prerequisites trainings

#### Training(s) done 4

Name	Completed on
Laboratory Safety Courses	2021-09-27
WHMIS 2015 - for office workers	2021-08-26
Orientation for Laboratory Personnel	2022-02-08
Worker Health and Safety Awareness	2022-10-07 LRS

## WHMIS and Lab Safety Training

WHMIS 2015- for Lab Workers: <https://web47.uottawa.ca/en/lrs/node/28735/quiz/31499>

Lab Safety Training: <https://web47.uottawa.ca/en/lrs/node/1404/quiz/36266>

**IMPORTANT: sign in with the same email address that is in your FAM profile. If you do not, FAM will not recognize that you have completed your training.**

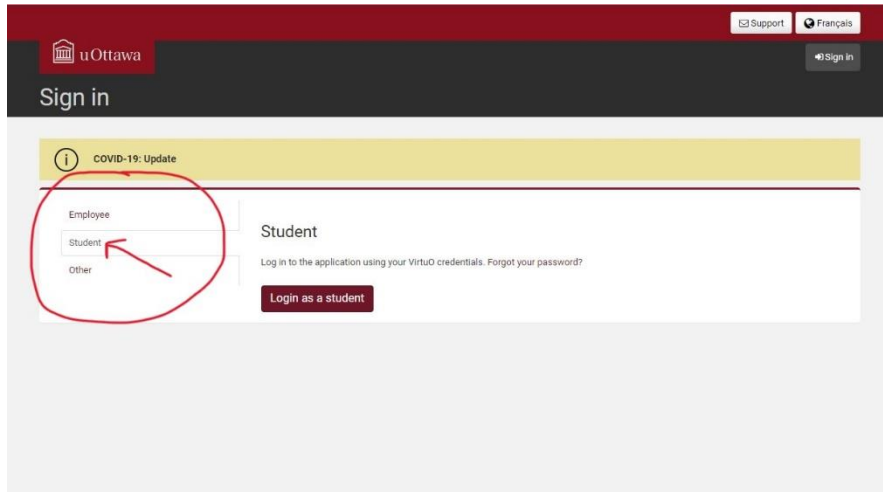
Please note that there are 2 types of WHMIS trainings offered by the University- For Officer workers and for Lab workers. **If you work in a lab, you must complete WHMIS 2015 for Lab Workers.**

If you have completed one of the trainings but it has not show up in FAM after 15 minutes, then you have completed the wrong training. The most common example is that you have completed WHMIS for Office Workers instead of WHMIS for Lab workers. Please retake the correct quiz, and your profile in FAM will update after 15 minutes.

I have a uOttawa email address.

Use your uOttawa credentials to take the two quizzes.

**IMPORTANT: sign in with the same email address that is in your FAM profile. If you do not, FAM will not recognize that you have completed your training.**



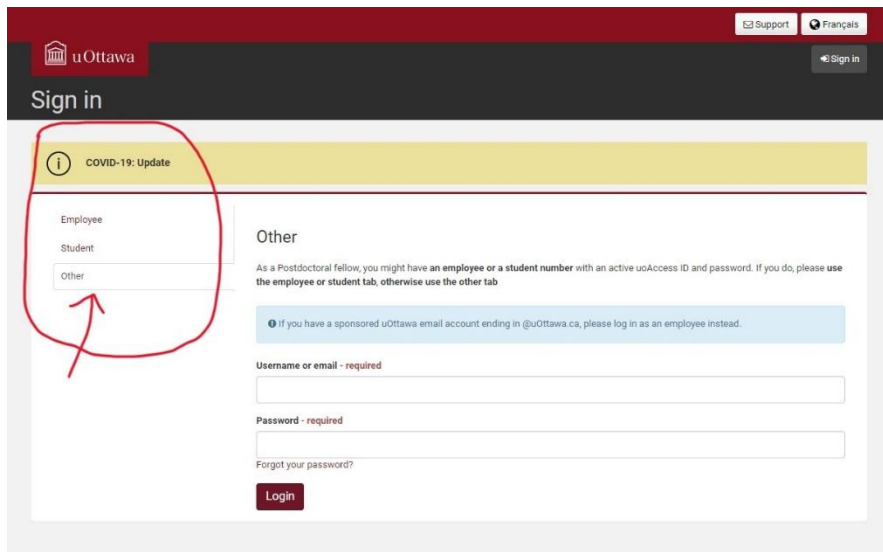
The screenshot shows the uOttawa Sign in page. At the top right, there are links for 'Support' and 'Français'. The uOttawa logo is in the top left. Below the logo, the text 'Sign in' is displayed. A yellow banner at the top of the main content area contains an information icon and the text 'COVID-19: Update'. Below the banner, there are three tabs: 'Employee', 'Student', and 'Other'. The 'Student' tab is selected and highlighted. To the right of the tabs, the text 'Student' is displayed, followed by the instruction 'Log in to the application using your VirtuO credentials. Forgot your password?'. Below this, there is a 'Login as a student' button. A red circle highlights the 'Student' tab, and a red arrow points to it.

I don't have a uOttawa email address.

Register with the quiz taking portal here: <https://web47.uottawa.ca/en/person/register>

**IMPORTANT: sign in with the same email address that is in your FAM profile. If you do not, FAM will not recognize that you have completed your training.**

To take the quizzes, use the "other tab" to sign in.



The screenshot shows the uOttawa Sign in page. At the top right, there are links for 'Support' and 'Français'. The uOttawa logo is in the top left. Below the logo, the text 'Sign in' is displayed. A yellow banner at the top of the main content area contains an information icon and the text 'COVID-19: Update'. Below the banner, there are three tabs: 'Employee', 'Student', and 'Other'. The 'Other' tab is selected and highlighted. To the right of the tabs, the text 'Other' is displayed, followed by the instruction 'As a Postdoctoral fellow, you might have an employee or a student number with an active uAccess ID and password. If you do, please use the employee or student tab, otherwise use the other tab'. Below this, there is a blue box with the text 'If you have a sponsored uOttawa email account ending in @uOttawa.ca, please log in as an employee instead.'. Below the blue box, there are two input fields: 'Username or email - required' and 'Password - required'. Below the password field, there is a 'Forgot your password?' link. At the bottom, there is a 'Login' button. A red circle highlights the 'Other' tab, and a red arrow points to it.

### Other trainings:

There may be other mandatory trainings that you require for lab access. Refer to the [List of all mandatory and recommended trainings](#) (found above) for information on how to complete the training. Upload your certificate in FAM under the corresponding training.

### Useful contact details:

Biosafety Training: [bio.safety@uottawa.ca](mailto:bio.safety@uottawa.ca)

Laser Safety Training: [laser.safety@uottawa.ca](mailto:laser.safety@uottawa.ca)

Radiation Safety Training: [rad.safety@uottawa.ca](mailto:rad.safety@uottawa.ca)

General health and safety enquiries: [science.safety@uottawa.ca](mailto:science.safety@uottawa.ca)