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.

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.

![Dashboard Image]

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.

![Training Dashboard Image]

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 From 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.

WHMIS and Lab Safety Training
WHMIS 2015- for Lab Workers: [https://web47.uottawa.ca/en/lrs/node/28735/quiz/31499](https://web47.uottawa.ca/en/lrs/node/28735/quiz/31499)

Lab Safety Training: [https://web47.uottawa.ca/en/lrs/node/1404/quiz/36266](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.

I don’t have a uOttawa email address.
Register with the quiz taking portal here: [https://web47.uottawa.ca/en/person/register](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.
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
Laser Safety Training: laser.safety@uottawa.ca
Radiation Safety Training: rad.safety@uottawa.ca
General health and safety enquiries: science.safety@uottawa.ca