

A guide to FAM- for supervisors

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What is FAM?

FAM (Facility Access Management) is a Faculty of Science software that is used to track room access requests, training requirements, and eyewashes within the Faculty of Science.

FAM keeps track of multiple pieces of information related to a space:

- Who has access to said space
- The supervisor of the space
- Who can approve access into the space (if required)
- The training requirements associated with the space

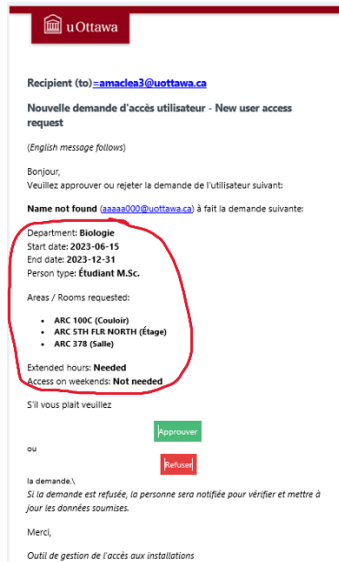
With the online eyewash form, FAM also keeps track of eyewash reports and allows users to quickly conduct regular eyewash inspections. Health and Safety is notified of any reported deficiencies every Friday.

Room access

Previously, students requiring access to a space submitted a key request form to their respective departments. To standardize the process, as well as to ensure that students complete the required trainings prior to gaining lab access, students are now asked to create their own profile in FAM and request access to the required spaces. As the student's supervisor, you will be asked to verify and approve the student's access request. You will find detailed information on the process below.

Approving a student's room access

After a student creates an access request in FAM, you will receive the following email:



You will see the student's name, department, start and end date, the type of student they are (IE: M.Sc., Ph.D, Volunteer, etc.), and the rooms for which they have requested access (circled in red).

If you approve of the student's request, hit the green "Approve" button. This will prompt the student to complete the required training and continue the process for room access.

If you see that the student has made a mistake, or do not approve of the access the student has requested, hit the red "Deny" Button. The student will receive an email stating that their request has not been approved and they will be prompted to try again.

Note: The "Extended hours" and "Access on weekends" is automatically granted to graduate students (M.Sc., Ph.D and Post-Docs). Officially we discourage students from working after hours alone and don't allow it for undergraduate students unless they have approval by the supervisor. Health and Safety may follow up on an access request if undergraduate students or volunteers are requesting after hour or weekend access.

Your FAM dashboard

Your FAM dashboard contains a lot of information that you may find useful. In addition to approving requests via email, you can also approve student's requests in FAM. You can also see your supervised students and rooms in your FAM dashboard. You can access FAM by going to fam.uottawa.ca and logging in with your uOttawa credentials. Below are explanations of all the screens you might see in FAM.

The Request Screen

Student's name

Student's access request information

Approve/ Deny buttons.

This screen shows you your approval requests. The same information as was in the email is displayed here (see red arrows). You can select the "APPROVE" or "DENY" buttons in the right most column (circled in red).

The Delegate Screen

#	Name	Email	Permission(s)		
1	Jordan Demone	jdemone@uottawa.ca	LN2 dispenser	edit	remove
2	Nedishtha Gobin	ngobi013@uottawa.ca	LN2 dispenser	edit	remove
3	Name not found (mfish025@uottawa.ca)	mfish025@uottawa.ca	LN2 dispenser	Linkout	edit remove
4	Astra Vainio-Mattila	avain040@uottawa.ca	LN2 dispenser	edit	remove
5	Julia Miles	jmile104@uottawa.ca	LN2 dispenser	edit	remove

This screen shows any students that you have made delegates. A delegate is someone who you approve to take over certain lab tasks on your behalf. This can include dispensing of lab supplies like liquid nitrogen and dry-ice and checking emergency equipment like eye-wash inspections.

The Students/Room Access Screen

Dashboard (supervisor)

Request 1 0 Delegates 0 Students/Persons Access 9 Owned rooms 3

My students / supervised persons active in last 6 months

#	Name	Email	End date	Type
1	R. Jessica Gaudet	jgaud022@uottawa.ca	2023-07-31	Student - M.Sc.
• IMPORT BIO (Room) 60398 access changed Enabled				
• CRG 010 Growth Chambers (Room) 60398 access changed Enabled Michelle Brazeau				
• CRG 234 (Laboratory) Issued				
• CRG 517 (Laboratory) Issued				
Extended hours: Not needed				
Access on weekends: Not needed				
2	R. Mina Nasr-Sharif	mnasrsha@uottawa.ca	2023-02-28	Student - M.Sc.
• IMPORT BIO (Room) 100752 Issued Enabled				
Extended hours: Not needed				
Access on weekends: Not needed				
3	R. Cynthia Wong	cwong185@uottawa.ca	2024-08-31	Student - Ph.D.
• SCI BIO General (Card access group) 60764 returned Enabled				
• GNN 163 (Graduate Student Office) 60764 returned Enabled				
• CRG 010 Growth Chambers (Room) 60764 returned Enabled Michelle Brazeau				

This screen shows your students and their approved accesses.

A green “enabled” sign beside a student’s access means that it was processed and approved by Health and Safety.

You can also see if a room is accessed via key card or key, and you can see the student’s key card number (circled in blue).

If a room requires special approval, the approver’s name will show up beside the request (circled in green).

You can add additional access to a student’s profile from this screen by clicking “+ Add Access” beside the respective student’s name (circled in red).

The Owned Rooms Screen

Dashboard (supervisor)

Request 1 0 Delegates 0 Students/Persons Access 9 Owned rooms 3

My rooms

#	Name	Type	Building	Access type	Training required	Your Approval needed
1	CRG 234	Laboratory	CRG	Key (BN10AC-9)	WHMIS 2015 - for laboratory workers, Laboratory Safety Courses, Orientation for Laboratory Personnel	No
2	CRG 235	Laboratory	CRG	Key (BN10AC-10)	WHMIS 2015 - for laboratory workers, Laboratory Safety Courses, Orientation for Laboratory Personnel	No
3	GNN 374	Office	GNN	Key (BN10AB-26)	WHMIS 2015 - for office workers, Orientation for New Personnel	No

This screen shows the rooms where you are designated as the owner. Information such as type of room (lab or office), whether a key or key card is required for access, the training requirements associated with a room is also displayed.

In the right most column, you can see whether your approval is required for access to each space. A red “No” means that additional individual approval is not required.

Note: This function is usually reserved for sensitive rooms that require extra training. Ex. NMR labs Greenhouses, XDR Facility. The managers of these spaces must approve each individual request for their specific space before Health and Safety can program it onto a student's card.

Eyewash inspections

You can simplify the eyewash inspection process by signing up and completing your inspections via FAM. Using FAM simplifies the inspection process by asking only whether the eyewash passes the inspection or not. If, for any reason, the eyewash does not pass the inspection, you are prompted to submit the reason.

At the end of the week, Health and Safety receives a report with a list of all the eyewashes that were flagged as having an issue. These are then reported to our Facilities team so that any issues are resolved as quickly as possible.

Additionally, FAM will send out email reminders to you or your delegates reminding them to complete the eyewash inspection. This ensures that you remain compliant with established regulations, without the added burden of having to remember any upcoming inspection deadlines.

If this streamlined eyewash inspection process sounds attractive to you, email science.safety@uottawa.ca and ask for instructions of how to sign up!