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

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

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

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

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!