

ROBARTS RESOURCE GUIDE

Welcome to Robarts! This resource guide contains information specific to Robarts as well as for Western that will help labs find the supports that are available nearby. Please note that information is current at the time of printing and may not be 100% accurate for that reason.

Robarts street address:

Robarts Research Institute
Western University
1151 Richmond Street, North
London, ON N6A 5B7

Robarts courier address:

Robarts Research Institute
Dock 50; RRI (Your room number)
Western University
1151 Richmond Street, North
London, ON N6A 5B7

Robarts contact information

Website: www.robarts.ca
Phone: 519-931-5777 ext 24041
Emergency: 911 (on campus responders)

ADMINISTRATION & BUILDING STAFF

Dr. Robert Bartha, Vice Dean, Research & Innovation, Schulich School of Medicine & Dentistry

Rob Thompson, Operations Manager, (rthompson@robarts.ca; ext 87893 room 2260C)

Rebecca Nash, Administrative HR Coordinator (rnash@robarts.ca; ext 25200); room 2260B)

Johanne Langford, Financial Coordinator (jlaford@robarts.ca; ext 24178 room 5250C)

Ron Vander, Facilities Manager, Building Services (ronv@robarts.ca; ext 24111); Room 0210)

Martin Awzan, Warewash/Shipper&Receiver (mawzan@uwo.ca, ext 24244)

ADMINISTRATIVE ASSISTANTS

Ilda Moniz

Room 1215

Tel: 519-931-5718

Email: imoniz@robarts.ca

Maria Sinacori

Room 1215

Tel: 519-931-5777 ext 24118

Email: msinacori@robarts.ca

SECURITY

Cody Pearson, Ext 24041; Email: security@robarts.ca

Building access (photo): Please contact Rebecca Nash for building access requests, your supervisor should be copied, Security/Ron V activates it. Card access is for faculty, staff, post-doctoral scholars, and grad students, undergrad students can receive card access for daytime working hours only, and all volunteers and Associated Persons are required to sign in/sign out. Card use is restricted to the named cardholder and cards may be confiscated if shared.

Visitor sign in: all visitors and 1st/2nd/3rd year students/volunteers are required to sign-in and -out of the building.

Room bookings – email Security to arrange room bookings (security@robarts.ca).

SAFETY:

Facilities and Biological Safety

Contact: Tony Hammoud - ahammoud@uwo.ca – ext. 88730

Responsibilities:

- Biosafety & Hazardous Materials Safety
- Hazardous materials emergencies
- Containment Level 2 inspections and permits
- Biosafety issues

- Biosafety forms such as the Biohazardous Agents Permit Application (BAPA)
- Personal protective equipment for using biological agents
- Safety questions relating to autoclave and biological safety cabinets (BSC)
- Concerns regarding indoor air quality

Nuclear, Radiation and Imaging Safety

Contact: Fadi Al Jallad – faljalla@uwo.ca – ext. 84746

Responsibilities:

- Nuclear Radiation, Laser Safety and X-ray Safety Programs
- Import or export of nuclear substances
- Emergencies related to radiation sources. Investigation of radiological accidents.
- Hazardous materials management (disposal)
- Drug and other controlled substances disposal

Laboratory Safety

Contact: Anne Marie McCusker - amccuske@uwo.ca – ext. 84741

Responsibilities

- Chemical Safety
- HECHMET chemical inventory
- Personal Protective Equipment for using Chemicals
- Laboratory Safety Queries, Inspections and Audits
- Hazardous materials management (use, storage)
- Training and courses

Well-being (Rehabilitation & Ergonomics)

Contact: Renee Uruski - ruruski2@uwo.ca ext. 84742

Responsibilities:

- Injury Prevention Programs
- Remain at Work Programs
- Return to Work Assessment, Planning, Implementation & Evaluation
- Work Accommodation & Supportive Counselling Services

Accident/Incident Investigation reports and follow-up <https://uwo.ca/hr/safety/topics/accident.html>

All Accident Illness Incident Reports (AIIR) are to be faxed to ext. 83420

Respiratory Program

Contact – Tammy Johnson - tammy.johnston@uwo.ca

Respirator (N95) fit testing - please forward all requests by email

General Safety and Facilities Management

Contact: Ron Vander – ronv@robarts.ca – ext. 24111

Responsibilities:

- Concerns regarding indoor air quality
- Construction and renovations
- Pandemic supplies
- Safety questions relating to autoclave and biological safety cabinets (BSC)
- Fume Hood Calibrations and BSC Certifications

Contact: TBD – ext . 24244

Responsibilities:

- Glassware / Autoclave
- Shipping / Receiving
- Hazardous waste disposal program
- First-aid inquires and supplies
- Robarts Radiation Badge Exchange Program
- Disposal of radioactive material – monitoring during transportation to the dock
- General building related issue/concerns

BUILDING MANAGEMENT and DISTRIBUTION SERVICES:

Keys: online request at https://www.uwo.ca/fm/client_services/keys.html

Room/Building Emergencies (e.g Leaks/floods) call/email: Robarts Security security@robarts.ca or ext 24041, (83304 after 11:00 pm)

Room issues including temperature: email: services@robarts.ca

Work orders for the building, send email to services@robarts.ca

Renovations or modifications: ronv@robarts.ca

Telephone access/set up and Long distance telephone codes: ronv@robarts.ca

Internal and External Mail – Mail can be placed in the grey bin in the mailroom on the 2nd floor near the security desk. Outgoing mail is picked up at 8 am daily during the workweek.

Expedited Shipping: FedEx (the preferred vendor) pickup time is 1:30pm; FedEx account # 9480-9605-6; ensure speed code is in the internal reference line. Add Dock 50 to the Institute address. FedEx documentation and packaging is available at the loading dock in the cabinet.

Shipping equipment out of Canada procedures and requirements: contact UWO Customs. customs@uwo.ca; ext 84587; SSB6190

Printer Cartridges Recycling: Used printer cartridges should be dropped off at the loading dock.

Electronics Recycling: Used electronics blue bins at the loading dock.

Battery recycling: Location at the loading dock.

Small and Large Equipment removal: please contact Ron at ronv@robarts.ca to arrange for assistance. Clean and or decontaminate first. Do not leave in hallways.

Gas tanks are ordered online using Mustang Market but you must contact Linde (bill.clarke@linde.com) for an account number for the lab first; delivered by Praxair and tanks stored in the lab:

PI Name:

Department Name:

Current Speed Code:

Holder of Speed Code or Contact Name:

E-mail and Phone Number:

Building Name & Loading Dock Number (if Applicable): Room Number:

Please ensure you are available to receive your tanks when delivered.

AUTOCLAVE/WAREWASH SERVICE - LAB COAT EXCHANGE - BIOHAZARD WASTE: TBD

Email: **Martin Awzan:** mawzan@uwo.ca ; Ext: 24244; Hours: Tue-Fri. 7:30 am-3:30 pm

Autoclave & Ware Washing Service: Two to three times a week, I pick up and deliver back next day all hard goods. Will make an exception if items are a “must have” that day. All items must be labeled with P.I initials. Liquids must be properly labeled. All glassware used in biohazardous techniques must be decontaminated with bleach and rinsed prior to being sent to the ware wash station. Non-biohazardous glassware must be rinsed before going into bins for washing. Last load of the day goes into the Autoclave by 1:30pm. All items must have PI initials and be placed in an autoclave tray.

Biohazardous Waste: Pickup Thursdays from labs. Do not bring waste to autoclave facility.

After hour use of Autoclave: Each lab can have someone trained to use # 49 autoclave for off-hour use, on the weekend, or if I am away. Please contact [TBD](#) to arrange training.

Lab Coat Exchange: Room # 0206.

Biohazard Waste: All biohazardous solid waste must be in an autoclave bag closed with autoclave tape, mark with P.I. name and room number. Solid biohazardous waste includes all plastics, gloves, and contaminated paper products. Biohazardous liquids can be decontaminated with fresh bleach, and disposed as per the standard operation procedure.

Radioactive Waste: Follow UWO hazardous waste disposal policies.

IT AND SOFTWARE:

Website: <http://support.robarts.ca> (Robarts computer access only)

Helpdesk: Robarts IT Helpdesk – Jira Ticket

Tickets can be submitted at <https://servicedesk.schulich.uwo.ca> using your UWO credentials any time and will be responded to during the following times:

- Mondays - Fridays from 8:00 a.m. to 4:30 p.m.

This website can also be found by going to Robarts homepage, go to Admin drop-down and select IT Helpdesk

- Robarts Email for faculty and staff only
- Robarts internet access protocol
- University Software Site Licences: <https://wts.uwo.ca/sitelicense/>
- Backup storage options
- Computer repair/hardware consultation
- VPN & ROAMS access
- Codes for Building Photocopiers and Printers
- Hardware purchasing advice and referral
- List server signup: chat@robarts.ca . For general Robarts information at <http://support.robarts.ca>; other listservers available depending on need (i.e. Scientists; All; Trainees; Research Staff; Imaging). Contact IT Support for more information or visit <http://support.robarts.ca>.

Robarts HOUSEKEEPING

Lights: if you have a fluorescent bulb that needs replacement, leave a note for housekeeping and it will be replaced.

Regular trash removal: marked bins to separate from biohazard and glass waste. Regular trash removed once a week for labs, every 2 weeks for offices. Please use common garbage receptacles in main corridors outside of regular pickup. Any questions please contact Ron Vander at ronv@robarts.ca.

Broken glass removal: fill glass disposal box with clean broken glass only half way. Leave in the hallway when it is ready for pick up. Label as “CLEAN GLASS” to ensure pick up.

Floor cleaning: floors are cleaned or vacuumed once a week for labs, bi-weekly for office areas. Emergency floor cleaning can be requested by contacting: security@robarts.ca or ext 24041.

Cardboard removal: remove packing material and flatten boxes; place in hallway for pickup. Place recycling in proper bins in hallways (paper/containers)

MISCELLANEOUS

Robarts lab notebooks are available for purchase from Rebecca Nash for \$20 each in room 2260B, speedcode is required.

WESTERN RESOURCES and GENERAL INFORMATION – most portals require a separate sign-in using your uwo.ca email

Mustang Market – portal for access to all purchasing – preferred vendor catalog access and non-catalog orders > \$100.
http://www.uwo.ca/finance/procurement/mustang_market/index.html

Animal Care Contacts: <http://www.uwo.ca/animal-research/>

Animal Care Fee Guide: <http://www.uwo.ca/animal-research/facilities/services.html> **eSIRIUS for Animal Care Protocols:**
<https://esirius.uwo.ca/eSirius3g/>; eSIRIUS access: esiriusadmin@uwo.ca; ext 82242.

- Animal Care Protocols: auspc@uwo.ca; x88792; x82242
- Personnel Training: training@uwo.ca; x80277; x80278; x86770; Orientation: wvadmin@uwo.ca; x80273
- Animal Facility Access: wvadmin@uwo.ca; x80273
- Animal Procurement: anreq@uwo.ca; x86768

Biotron at Western Science: <https://www.uwo.ca/sci/research/biotron/>

ChemBio Stores (dry ice; ethanol; misc chemicals) – Room 003, Chemistry building. M-F 9:30 am-12 pm; 2 pm – 4 pm.
chemstor@uwo.ca ext 82168. Also in Chemistry: Mass Spect, Glass Blowing; Electronics Shop:

<http://www.uwo.ca/chem/resources/facilities/chembiostores.htm>

Financials & Grants: includes travel and expense reports through PeopleSoft; where you create ROLAs for new grant applications: <https://finance.uwo.ca/>.

Human Ethics Board HREB: WREM learning materials and training opportunities can be found on Western's dedicated WREM <https://www.uwo.ca/research/ethics/human/index.html> site.

Human Resources: includes payroll & benefits information plus provides access to training signup for some health and safety: http://www.uwo.ca/hr/my_hr/ . PeopleSoft portal.

Machine shops in building (for Robarts Imaging only) and main campus (Physics and Astronomy and Engineering/UWO/University Machine Services; Glassblower in Chemistry; 3D printers in UMS).
University Machine Services: <https://www.eng.uwo.ca/departments-units/university-machine-services/index.html>
Physics and Astronomy Machine Shop: http://www.physics.uwo.ca/research/machine_shop/index.html

OWL: training and quiz portal for some Health and Safety and online Animal Care courses: <https://owl.uwo.ca/portal>

Parking Office: SSB 4150; 519-661-3973: <http://www.uwo.ca/parking/>

For P-card application Contact Procurement Services Administrator, Suite 6100 Support Services Building, pcard@uwo.ca, Ext. 88563. Required for purchases <\$100. You must ensure that Rob Thompson is listed as approver for all cards held within Robarts, using Robarts speedcodes for purchases. Or personal credit card and reimbursement.

Poster printing: https://www.schulich.uwo.ca/pathol/research/pathology_core_facilities/poster_printing_services.html or https://www.uwo.ca/biology/research/biology_facilities/digital_imaging.html

Research Grant Account Activation: Prior to grant submission you need to submit a ROLA with Robarts as the department. Any associated animal care, biosafety, radiation, biohazard and/or human protocols are noted on the ROLA as they are required prior to release of funds should the grant be successful. Protocol approvals/extensions must be sent to the Research Office prior to the account being activated/funds released. <http://www.uwo.ca/research/>

Western IT Services: assigns your UWO.ca email handle, plus controls access to ROAMS. ITS Helpdesk at 519-661-3800.

Office or Building support in Robarts Building

Is this health related?

Yes

Call 911

then

If possible, call security x.24041

No

Yes

Mon – Fri. 7am–11pm?

No

Do you need immediate support?

Yes

Call Campus Police at x.83304. They will call off-hours Facilities personnel to address the building concern.

Yes

Do you need immediate support?

No

Call Security x.24041
Explain reason for concern with appropriate detail.

Security calls Facilities, requests follow-up. They will notify Martin Awzan and Ron Vander and you. Please leave a number for them to call you back with action-plan.

Email Martin Awzan. mawzan@uwo.ca
Include the room #, description of issue + date/time it was discovered.

Martin will submit a work order and track in the system for completion. Martin will follow-up with you via email once this has been completed & closed.

Monthly;

Martin Awzan will run a report and identify all open work orders in the system. He'll compare the status vs. need for building operations.

Martin to escalate to Ron Vander where status is not meeting our needs and expectations.

Ron Vander will notify the Operations Committee how many open work orders are currently in the system, brief summary of any critical items requiring escalation.