



UNIVERSITY  
OF MANITOBA

Clayton H. Riddell Faculty of  
Environment, Earth, and Resources  
Department of Environment and Geography

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# CENTRE FOR EARTH OBSERVATION SCIENCE

## NEW STAFF GUIDEBOOK

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# INTRODUCTION TO CEOS

## WELCOME TO CEOS

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Welcome to the Centre for Earth Observation Science (CEOS) at the University of Manitoba! CEOS can be found on the 4<sup>th</sup> and 5<sup>th</sup> floors of the Wallace Building, with the Administration office located at 535 Wallace. CEOS ([umanitoba.ca/ceos](http://umanitoba.ca/ceos)) is a research centre within the Clayton H. Riddell Faculty of Environment, Earth, and Resources at the University of Manitoba, and has grown into an international research centre.

### VISION STATEMENT:

*To be global leaders in research, education, training and public outreach on the science and technology related to Earth System Science.*

The mission of the Centre is to:

- (i) Facilitate and conduct research on aspects of the Earth system by using multidisciplinary approaches, creating partnerships with other academic institutions, industries, communities and government agencies;
- (ii) Create an environment that fosters the professional and personal development of early career scientists and staff by providing high-quality opportunities for research, education, training and outreach; and
- (iii) Communicate key research findings to the scientific community, partners and the general public using efficient and effective methods that reach the broadest audience.

The research conducted at the Centre is multidisciplinary and collaborative seeking to understand interrelationships between elements of Earth systems, and how these systems will likely respond to climate change. Although researchers have worked in many regions, the Arctic marine system has always been a unifying focus of activity. Areas of research activity evolve within the Centre but are currently focused on themes such as:

Arctic Anthropology	Atmospheric Studies/Meteorology
Biogeochemistry	Contaminants
Earth Observation Science	Ice-Associated Biology
Inland Lakes and Waters	Marine Mammals
Modelling	Oceanography
Sea Ice Geophysics	Traditional and Local Knowledge

In 2012, CEOS, along with the Greenland Institute of Natural Resources (GINR, Nuuk, Greenland) and the Arctic Research Centre (ARC, Aarhus, Denmark) established the Arctic Science Partnership (ASP), integrating academic and research initiatives. Over the past few years, ASP has grown to include other institutions including Université Laval, Alfred-Wegener Institut, Lund University, University of Southern Denmark, University of Tromsø and Fisheries and Oceans Canada. This partnership is an extensive international research collaboration, enabling the world's leading Arctic scientists to collaborate on projects, coordinated field campaigns, and to take advantage of infrastructure such as research vessels and field stations. As a member of ASP, there is also the opportunity to collaborate on publications, joint observations and data sharing, and to take part in developing new environmental Arctic technologies. All members of CEOS are considered members of ASP and we welcome you to sign up for their newsletter at [asp-net.org](http://asp-net.org).

We also encourage you to take advantage of the ISAAFFIK Arctic Gateway, which was founded by our ASP partners. [Isaaffik.org](http://Isaaffik.org) is the site where you will get an overview of what's going on in the Arctic scientific community, as it brings together universities, scientific organizations, and the Arctic Command (the Danish Coast Guard) who share their plans and offer logistical support and collaboration opportunities. Isaaffik provides interactive maps, timelines, education plans, safety courses and much more.

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## CEOS STAFF

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CEOS is a research centre composed of a variety of people fulfilling different roles. As a large research centre, CEOS incorporates traditional faculty/student roles along with more specialized personnel.

The faculty are teaching and research leaders, and are responsible for organizing research initiatives, securing grant funding, and teaching courses. These individuals are associated with different departments within the CHR Faculty of Environment, Earth, and Resources (Geological Sciences and Environment and Geography), as well as other faculties at the university. Each faculty member supervise graduate students/post docs and work with research associates to conduct original research and produce peer reviewed academic papers. Faculty members act as Principal Investigators (PIs) for projects and research studies, applying for grants and administering funds.

Technical Staff assists with research, typically in support roles. Technicians and Research Associates (RAs) are often equipment specialists and are knowledgeable about the purchasing, maintenance, utilization of equipment, modelling, etc. RAs conduct research alongside other members and assist students and researchers with specialized challenges.

The Administration team works in the background to keep the centre running smoothly. All policies and processes for grants, purchasing, travel, payroll and human resources issues fall under the purview of administration.

Post-doctoral fellows come to CEOS to further their studies following the completion of a Ph.D. at another institution. Typically staying for 1-3 years, they collaborate with principal investigators to lend their expertise to the CEOS team and contribute to publications and original research. For complete list of PDFs, see the CEOS website ([umanitoba.ca/ceos](http://umanitoba.ca/ceos)).

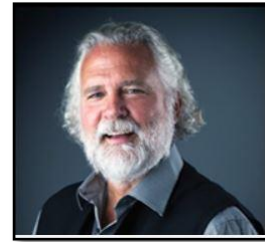
Graduate students come to CEOS to develop skills, conduct research and produce their own original research. Masters students (M.Sc, M.A, M.Env) typically study for 2-3 years while doctoral students/candidates (Ph.D.) typically study for 4-5 years. Students conduct their research under supervision of an internal professor and a small committee composed of researchers from the University of Manitoba and around the world. For complete list of graduate students, see the CEOS website ([umanitoba.ca/ceos](http://umanitoba.ca/ceos)).

Undergraduate students are often hired to provide additional assistance during the summer months when research typically occurs. These students may be assigned to certain CEOS personnel or provide generalized help, and typically are sent to conduct fieldwork in an assisting capacity with graduate students, research associates and faculty. These positions, if available, are posted in the spring.

LEADERSHIP:



Dr. John Iacozza  
Executive Director

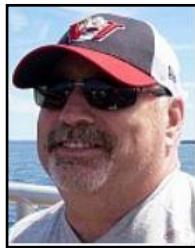


Dr. David Barber  
Science Director

TECHNICAL STAFF:



Debbie Armstrong  
UCTEL Technician



David Binne  
SERF Technician



Emmelia Wiley  
Operations Manager

ADMINISTRATIVE STAFF:



Linda Chow



Jennifer Hollar



Aggie Roberecki

## IMPORTANT INFORMATION FOR NEW STAFF

### STARTING YOUR JOB AT CEOS

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**Employee number:** Staff will be issued an employee number via email immediately after acceptance of offer and all the necessary paperwork is submitted to Human Resources.

**UMNetID:** (username required for access to email, jump, internet, etc.). Staff must claim their UM Net ID online before their UM login ID is activated (employee number required). Please claim your Staff ID at [umanitoba.ca/computing/ist/accounts/claimid.html](http://umanitoba.ca/computing/ist/accounts/claimid.html). It is important that you read the Responsible Computer Usage Agreement while going through the Computer Account process.

### PAYROLL REQUIREMENTS

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#### For All Staff

All new staff must submit the appropriate documentation listed below to the university:

- Contact information (e-mail, phone, address etc.)
- Personal Information Form  
[umanitoba.ca/admin/human\\_resources/service\\_centre/media/PIF.pdf](http://umanitoba.ca/admin/human_resources/service_centre/media/PIF.pdf)
- Copy/Scan of SIN card
- Direct deposit & TD1 forms submitted directly to payroll by employee
- International staff must also provide a copy of their work/study permit (see below).

#### International Staff:

Most temporary foreign workers must apply for both a work permit and a Social Insurance Number (SIN) card. Some workers will also need a Visa to enter Canada. Below is some information regarding the proceedings from Citizenship and Immigration Canada ([cic.gc.ca/english/index.asp](http://cic.gc.ca/english/index.asp)):

**Work permit** – Most foreign workers must apply for a Work Permit. You may need to apply for a work permit outside Canada (at a Consulate near you), before arriving to Canada. In some instances you can apply for a work permit at a port of entry upon arrival to Canada. For instructions on how to apply for a work permit or for more details see: [cic.gc.ca/english/work/index.asp](http://cic.gc.ca/english/work/index.asp) Select “How to apply”. You will require a Letter of Offer before applying for your work permit. Contact the Administrative Staff if you need a letter.

**SIN Card** – All employees and students will need a SIN card before they can be paid by the University. You can apply for a SIN card after you arrive to Canada at a Service Canada office near you. To apply you must bring ID, your work permit and a letter of offer from the University. For instructions on how to apply for a SIN card or for more details see: [servicecanada.gc.ca/eng/sc/sin/index.shtml](http://servicecanada.gc.ca/eng/sc/sin/index.shtml) Select “How do I apply for a SIN”

**Visa** – Citizens of certain countries do not require a Visa to enter Canada. Verify if a Visa is required at: [cic.gc.ca/english/visit/visas.asp](http://cic.gc.ca/english/visit/visas.asp). For instructions on how to apply for a visiting visa see: [cic.gc.ca/english/visit/apply-how.asp](http://cic.gc.ca/english/visit/apply-how.asp).

## POLICIES

### ACCESS CARDS & KEYS

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**Staff Card** – Once you obtain your employee number, all new staff will need to visit the ID Centre at 400 level University Centre Registrar’s Office for an ID card. To magnetize cards for access to CEOS labs and the 4<sup>th</sup> and 5<sup>th</sup> floors of Wallace after hours, you must see Jennifer Hollar and fill out a Card Access form, which will be emailed to Physical Plant. You will need to go to Physical Plant (89 Freedman Crescent) to have your card initially swiped and entered in the system to gain access.

**Office keys** – Office keys are issued by Jennifer Hollar in the Administration Office (535 Wallace). Staff members are required to sign out any keys.

### OFFICE SPACE

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Office space is assigned through the Space Committee, and staff will be assigned to an office on either the 4<sup>th</sup> or 5<sup>th</sup> floors of Wallace. You may be required to share an office with another employee. For security reasons, please make sure that the door locked upon leaving the room, even if you are leaving for just a moment. Unfortunately, CEOS cannot be responsible for the loss of any personal items, including computers.

### KITCHEN

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There are two kitchens in CEOS, one on the 4<sup>th</sup> floor (room 459) and on the 5<sup>th</sup> floor (room 599) and each are equipped with refrigerators to store food. The kitchens are for general use. Please ensure that food is not kept in the refrigerators for an extended period and that you clean up after any spills. General supplies such as dish soap and towels are provided by CEOS. To replace these items, please see the Executive Director. Also the towels and dish clothes must be washed periodically. It is encouraged that people in CEOS take these items home to be washed. It is the responsibility of all to keep the common areas clean.

### BOARDROOM USE

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CEOS has two boardrooms between the two floors, located in rooms 590 and 477 Wallace. Boardrooms are available for use by scheduling a room through the Administration Office or the Executive Director. Please note that use of the boardrooms is for meetings and conference calls only, and are not to be used for personal reasons.

The Klaus Hochheim Theatre can also be used for specific events, such as guest lectures, or meetings. Please see the Administrative staff for assistance in reserving the theatre.



## PHOTOCOPIER/PRINTING

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There is a combined photocopier/scanner/printer machine in rooms 598 and 463A of the Wallace Building. To use these machines, you must use a personal ID code to access the functions. Personal ID codes are confidential and are not to be shared. To obtain your personal ID code, please see Jennifer Hollar in 535 Wallace. For help in connecting/finding available printers on your device, please contact the Faculty's IT person, Jason Northage (**Jason.northage@umanitoba.ca**). Specialty printing (large format, bound, high quantity etc.) can be done through the University of Manitoba Digital Copy Centre. It is highly encouraged that all new staff see Jennifer Hollar for a brief tutorial on the use of the photocopiers prior to use. There is a colour copier in the main administrative office. If you require anything printed in colour please send the document to Jennifer Hollar or Linda Chow for printing.

In addition to printing, the machines in rooms 598 and 463A have the capabilities for scanning and faxing. Prior to scanning, your personal e-mail address must be entered into the system. Please see Jennifer Hollar to set up your scanning account. The fax number for our copier is **204-272-1532**. There is no charge for incoming or outgoing faxes. For international faxes (excluding US), you must dial 4 + 011 + country code + number. For faxes to Canada and the US, dial 4 + 1 + number.

## VEHICLE POLICY

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CEOS has a number of vehicles including cars and trucks that can be used for business purposes. Vehicles are available to CEOS staff with valid driver's licenses. Each vehicle request needs to be approved by David Barber (trucks) or John Iacozza (cars). Once authorization is granted (with email confirmation), vehicles need to be signed out at the Administration Office.

Parking of the vehicles is restricted to the assigned area for CEOS area near St. Andrew's College and the SERF facility. CEOS vehicles must not be parked anywhere else on campus except at the user's personal expense. **All** parking or traffic violations are the responsibility of the user and will not be paid by CEOS.

Please be respectful to all users and guests by keeping the vehicles full of gas and tidy. All users must enter required information in the log book that accompanies the keys to the vehicles. Accidents and breakdowns/mechanical issues must be reported immediately to your supervisor, and/or Administrative Staff. A list of CEOS phone numbers can be found in the log books.

**NOTE:** Fuel and mileage must not be claimed as a travel expense when using CEOS vehicles and fuel cards

## HOLIDAYS AND VACATION

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### Manitoba's Statutory Holidays

Please note Manitoba's statutory holidays as the University of Manitoba is closed on these days. The University of Manitoba is also closed between Christmas and New Year's Eve, however it is open during fall and spring breaks. Please visit the following website for current holiday closures.

[umanitoba.ca/admin/human\\_resources/service\\_centre/resources/holiday-closures.html](http://umanitoba.ca/admin/human_resources/service_centre/resources/holiday-closures.html)

Dates of university closure:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• New Year's Day (January 1)</li><li>• Louis Riel Day (3rd Monday in February)</li><li>• Good Friday</li><li>• Victoria Day (Monday preceding May 25)</li><li>• Canada Day (July 1)</li></ul> | <ul style="list-style-type: none"><li>• Labour Day (1st Monday in September)</li><li>• Thanksgiving Day (2nd Monday in October)</li><li>• Remembrance Day (November 11)</li><li>• Christmas Day (December 25)</li></ul> |
|---|---|

### Vacation and Sick Leave

**All staff** – All AESES and CUPE staff can login to their online employee self-service tool ([jump.umanitoba.ca](http://jump.umanitoba.ca)) to view their Vacation and sick days available. For UMFA staff, please see your Letter of Offer (LOO) for the vacation allocation.

**Support staff and Technicians** – All vacation and planned leave must be approved by supervisor in advance. You must notify administration office and Executive Director of intentions once approved. Sick days must be reported to administration office and Executive Director as soon as possible. See the AESES agreement about vacation policies and entitlements:

[umanitoba.ca/admin/human\\_resources/staff\\_relations/media/AESES\\_07\\_11.pdf](http://umanitoba.ca/admin/human_resources/staff_relations/media/AESES_07_11.pdf)

**Research Associates** – All vacation and planned leave should be confirmed with supervisor in advance and reported to administration office prior to leave. Research Academic Staff with appointments of one year or more shall be entitled to nineteen (19) working days of vacation entitlement in each full year of full-time service. A prorated number of days shall be provided for: (a) Research Academic Staff whose appointments cover a period of service which is less than a full year in length or any additional period which is not equal to a full year in length; or (b) part-time appointments. Unused vacation days are not paid out at termination or carried over to the following vacation year. According to the contract, RAs are required to keep a daily record of any exceptions to their regular working hours and report those exceptions to their supervisors. A spreadsheet outlining any exceptions to the regular working hours must be sent to the Executive Director monthly (within a week of the end of the month). These will be kept on file for auditing purposes.

**Postdoctoral and Graduate Students** – Should inform supervisors if working arrangements change or time off is taken. Inform the Administration Office and provide alternate contact information if necessary.

**Academics** – Should advise appropriate administration staff for any absences. This is especially important if signing authority is held. Academics should also contact their specific departmental administrators as well. All sick days should be provided to administration staff at the earliest possible time.

## TRAVELLING TO THE UM

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The University of Manitoba is located in the south end of Winnipeg and is well connected to city transit (bus) and is relatively easy to get to via car or bicycle. Helpful info on getting to the UM can be found below:

**Winnipeg Transit:** [winnipegtransit.com/en](http://winnipegtransit.com/en)

**Cycling Routes:** [winnipeg.ca/publicworks/MajorProjects/ActiveTransportation/](http://winnipeg.ca/publicworks/MajorProjects/ActiveTransportation/)

**Parking Services:** [umanitoba.ca/parking/](http://umanitoba.ca/parking/)

**Taxi Services:** [unicitytaxi.mb.ca/](http://unicitytaxi.mb.ca/)  
[duffystaxi.ca](http://duffystaxi.ca)

## SECURITY CONTACTS

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Security Services on campus	204-474-9312
Campus emergency number	555
John Iacozza, Executive Director	204-474-8483 or 204-771-1570 (cell)

## COMMUNICATIONS:

### MAIL

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#### Incoming Mail

Our mail is sorted by the Dean's office and then picked up by the CEOS Administrative Staff, where it is redistributed by staff to mailboxes in the lab hallway on the 4<sup>th</sup> floor. Staff can find their mail alphabetized by last name. All personal cheques/important mail will be held by Administrative staff and the recipient will be notified by e-mail to pick it up. Close to fiscal year-end, an e-mail will be sent to remind everyone to pick up their remaining regular mail. If mail is not picked up by Fiscal Year-end (March 31<sup>st</sup>), it will be shredded for confidentiality reasons.

If you are expecting mail to be delivered to the UM, please use the following address:

*Your name*

\_\_\_\_\_ (*your room number*) Wallace Building

125 Dysart Road

Clayton H. Riddell Faculty of Environment, Earth, and Resource

University of Manitoba

Winnipeg, Manitoba R3T 2N2

#### Outbound Mail

Sending mail off-campus requires postage authorization by e-mail and a valid FOP to charge it to. Fill out a yellow interdepartmental mail slip (see the Administrative Staff for information). A name and signature are required. Attach the completed slip to the envelope and deliver to Administrative office or Dean's office outgoing mail. Personal postage cannot be paid by CEOS.

Interdepartmental mail: No stamp is required: put 3 Xs on the top right corner of a manila envelope to ensure it is sorted into on-campus mail.

For shipments of larger packages (larger than an envelope), please see the Administrative Staff for information. You will need a budget number from your supervisor to charge for the postage/shipping.

## EMAIL

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New staff should sign up for CEOS Interdepartmental emails by providing your UM email to the Administrative staff.

Your email signature is as important as any other part of your work here at CEOS. Having an email signature is like handing a person a business card every time you send an email. Not having consistent, branded signatures on emails can have a negative impact on our Centre's reputation as it can come across as unprofessional and unkempt. To keep CEOS email signatures consistent, please follow the email signature template below when setting up your email account.

*Your name*

*Your position*

Centre for Earth Observation Science (CEOS)

Arctic Science Partnership

\_\_\_\_ (room number) Wallace Building

University of Manitoba

Winnipeg, Manitoba

R3T 2N2

### CEOS Group E-mails

CEOS has established group emails for notifications, announcements, or other business of relevance to all CEOS members or specific groups within CEOS. These lists are:

- [ceos-all@lists.umanitoba.ca](mailto:ceos-all@lists.umanitoba.ca)
- [ceos-faculty@lists.umanitoba.ca](mailto:ceos-faculty@lists.umanitoba.ca)
- [ceos-staff@lists.umanitoba.ca](mailto:ceos-staff@lists.umanitoba.ca)
- [ceos-ra@lists.umanitoba.ca](mailto:ceos-ra@lists.umanitoba.ca)
- [ceos-pdf@lists.umanitoba.ca](mailto:ceos-pdf@lists.umanitoba.ca)
- [ceos-students@lists.umanitoba.ca](mailto:ceos-students@lists.umanitoba.ca)

These lists are moderated by the Executive Director and Administrative Staff. Avoid using other lists as they may omit new students and staff. For smaller group announcements and discussions, find internal e-mails using the University of Manitoba "People Search" on the University of Manitoba homepage.

NOTE: "phishing" scams occasionally occur within the UM webmail. DO NOT provide your password to any service that is not accessed from the UM homepage: you will never be asked by UM staff to confirm or supply your webmail password other passwords via e-mail. For any security-related concerns contact Jason Northage (IT Staff for the faculty).

## TELECOMMUNICATIONS

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### CEOS Office Phones

Office phones are assigned by CEOS management. Approval from PI is required if expenses are charged to a grant. Exceptions would be for departmental telephones, which are provided by the academic's respective department. Voice-mail and long distance calling are separate options and may not be available on all phones.

### Local Campus Calls

Telephone calls within the Fort Garry Campus (474, 480 & 272 exchange) and/or Bannatyne Campus (789, 975, 977, 480 & 272 exchange) can be completed by dialling the final four digits of the phone number. Example: dial 8483 of the number 204-474-8483

### Off-Campus Calls

Calls to phone numbers outside either campus require an outside line: dial 4 + the complete ten digit number. For long distance calls within Canada and the US, dial 4 + 1 + the complete ten digit number. For international calls dial 4 + 011 + country code + number.

### Conference Calls

The CEOS boardroom has a speakerphone suitable for conference calls for use by staff and students. The boardroom must be booked in advance through the CEOS Administration Office.

## WEBSITE

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The CEOS website should be viewed as a portal in which those outside of campus get an opportunity to connect with us, and view what we do. Our website ([umanitoba.ca/ceos/](http://umanitoba.ca/ceos/)) promotes us 24/7 and when people visit our site, they see it as a reflection of our organization. The website highlights our research and the layout looks harmonious and consistent. The website should also contain information that will not go out of date quickly. The website is organized with three main sections: (i) personal information including name, position and department, education, and supervisor (if appropriate); (ii) research interests (research staff and faculty) or responsibilities (administrative and technical); and (iii) contact information. The research interest section should be more than a single statement and focus specifically on what you focus on at CEOS. You can include projects that you are working on/have worked on in this section if you would like.

In an effort to strive for consistency, we have attached a website template in the appendix at the back of this handbook to help us standardize CEOS profiles. Please complete the form, and send it along with an appropriate picture of yourself to Jennifer at [Jennifer.hollar@umanitoba.ca](mailto:Jennifer.hollar@umanitoba.ca).

## OUTREACH

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### OUTREACH

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There are a number of outreach events throughout the year that CEOS engages in, and we encourage staff and students to be a part of. A few of the events that we are involved in are Arctic Science Day, Let's Talk Science and Science Rendezvous. Special arrangements can also be made to deliver lectures at participating Elementary and High Schools.

*Arctic Science Day* is a collaborative effort between FortWhyte Alive and CEOS. The day focuses on bringing Arctic scientists from the University of Manitoba together with high school students in an outdoor learning environment on the grounds of FortWhyte Alive. Scientists demonstrate and involve students in sampling techniques while communicating the importance of conducting research in the Arctic.

*Let's Talk Science Day* gives us the opportunity to share our knowledge to inspire and engage school aged kids, helping them to discover the relevance of science in their own lives. A number of stations are set up throughout CEOS where we engage young minds in hands-on/mind-on activities.

*Science Rendezvous* is a science carnival geared towards the whole family and provides a free day of fun and discovery for all ages. Hosted by the University of Manitoba, Science Rendezvous offers activities, interactive exhibits, hands-on displays, and free shows. CEOS, along with other departments from across campus are eager to share their passion for discovering the unknown and seeing the world in a brand new way.

More information on the above and other events throughout the year will be emailed to CEOS well in advance before the date. We are always looking for volunteers!

## TRAVELLING FOR WORK

### CEOS TRAVEL AND EXPENSE INFORMATION

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#### What is Concur?

CONCUR is the University's Travel and Expense tool. University air travel arrangements, hotel accommodations and car rentals are made using the Concur online booking tool. This allows employees to take advantage of University preferred vendor negotiated rates and online sales.

Travel expenses for employees of the University are claimed and reimbursed via the Concur expense management tool. Documentation of expenses must be comprehensive and the original detailed receipts or other original documentation (such as conference agendas or departmental pre-approval forms) must be included. Receipts must clearly itemize the charges in detail. In the case of a lost or missing receipt, the Claimant must complete the Missing Receipt Affidavit in order to claim the expense. For further information regarding allowable expenses, please see [umanitoba.ca/admin/governance/media/Travel\\_and\\_Business\\_Expense\\_Claims\\_Procedure\\_-\\_2017\\_12\\_13.pdf](http://umanitoba.ca/admin/governance/media/Travel_and_Business_Expense_Claims_Procedure_-_2017_12_13.pdf)

Employees who are travelling on University business or who need to claim reimbursement for travel and business expenses require access to Concur and need to receive training on the system prior to logging in. Those who need to provide approval for travel arrangements or expense claims also require access to Concur. Visit the Aurora Finance Training page ([umanitoba.ca/computing/renewal/aurora/finance/elearning/index.html](http://umanitoba.ca/computing/renewal/aurora/finance/elearning/index.html)) to see in-class training options. Online training resources and options are also available online in Concur Training Resources. To gain access:

1. Visit the Aurora Finance Security Access page ([umanitoba.ca/computing/renewal/aurora/finance/aurora\\_finance\\_access.html](http://umanitoba.ca/computing/renewal/aurora/finance/aurora_finance_access.html)) to request access to the system.
2. Visit the Concur Access Procedures page ([umanitoba.ca/admin/financial\\_services/comptrollers/Concur\\_access.html](http://umanitoba.ca/admin/financial_services/comptrollers/Concur_access.html)) for help getting your Concur Account properly set-up.
3. Login to Concur via Jump ([jump.umanitoba.ca](http://jump.umanitoba.ca)).

#### Expense Claims

Before creating a Concur expense claim for reimbursement, you will require a Reference Number (RN#) and a FOP. An RN# can be retrieve at [umanitoba.ca/expense\\_rn/](http://umanitoba.ca/expense_rn/) The RN# should always be entered in the Report Name of your claims as this is how Travel Services file each expense. Before claims are submitted to Travel Services through your Concur account, they must be submitted to your One-over-One for approval. For staff, the One-over-One is generally the PI who holds the funding. For PI's your One-over-One is Guy Beaudry, followed by the Dean. For a listing of expenses for reimbursement, please go to the Expense Claim link at [umanitoba.ca/admin/financial\\_services/travel/concur\\_profile.htm](http://umanitoba.ca/admin/financial_services/travel/concur_profile.htm). Original receipts must be mailed to Travel Services once the online claim has been completed.



## Support

Contact Concur Support at (204)480-1001 option 1 for assistance with system navigation or functions. For questions related to Travel policy, process and procedures or for questions related to submitting your claim, please contact your Unit Expert (Linda or Jennifer) or Business Manager (Guy Beaudry). If further clarification is needed, they can contact Travel Services directly. Online resources, training and FAQ's can be found on the Aurora Finance webpage at [umanitoba.ca/computing/renewal/aurora/finance/index.html](http://umanitoba.ca/computing/renewal/aurora/finance/index.html)

## Airfare

All airfare travel arrangements may be made using one of the following alternatives:

- Concur is the recommended booking method for domestic, trans-border (Canada-USA), and direct international flights.
- Carlson Wagonlit Travel (CWT) is the recommended booking method for flights which are complex in nature (for example, group flights, multi-city destinations, and most international flights). A transaction fee applies, and any University negotiated discounts will automatically be applied by the travel agent.
- Direct airfare bookings can be made when traveling to remote areas within a foreign country not available through Concur or Carlson Wagonlit Travel. The University issued Travel Credit Card may be used in these cases.
- Direct booking on airline websites, through other travel agencies, or through other travel websites may be made using the University issued Travel Credit Card. Claimants may submit a Claim for this airfare in advance of travel in order to avoid incurring late fees on the Travel Credit Card.

Carlson Wagonlit Travel may be contacted by phone at 1-866-855-9850. You will need to provide Carlson WagonLit with a FOP and an RN#.

## Accommodations

While it is recommended that travelers arrange their accommodations through Concur as the University has several discounts, hotels may be booked in whichever way is deemed best/most economical. Reimbursement for accommodation will be limited to reasonable amounts and normally will not exceed the single occupancy rate.

## FINANCIAL MATTERS

### FOAP HANDLING

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Aurora Finance is the University of Manitoba's fully integrated suite of administrative application software for financial management. Every accounting transaction and associated detail is recorded and reported within the system. There are 5 primary Financial Applications – Banner, FAST, Concur, EPIC and UM Plan. For the most part, UM Staff and Faculty will generally work with FAST, Concur and EPIC.

FAST Reporting is the web-based reporting tool within the Aurora Finance system. FAST can be used to generate reports that present information in hundreds of different formats so that users can analyze and fully understand their financial data, enabling them to make informed decisions.

Concur is the University's Travel and Expense tool. University air travel arrangements, hotel accommodations and car rentals are made using the Concur online booking tool. This allows employees to take advantage of University preferred vendor negotiated rates and online sales.

EPIC is the University's eProcurement tool. It provides employees the ability to make most purchases in a single, easy-to-use online tool.

The University's Chart of Accounts consists of six elements commonly referred to as a FOAPAL (or FOAP). The acronym is broken down as follows:

F (Fund) – is a 6 digit number assigned to each grant and is used for identifying the *source* of funds. The PI can access a list of their funds through JUMP ([jump.umanitoba.ca](http://jump.umanitoba.ca)) or FAST ([umanitoba.ca/computing/renewal/aurora/finance/ohelp/about\\_fast.html](http://umanitoba.ca/computing/renewal/aurora/finance/ohelp/about_fast.html)).

O (Organization) – is a unique 6 digit number assigned to each department and identifies *who* spent the money. The organization code for CEOS is 328005

A (Account) – is the category to which your expense is to be charged to and identifies *what* the money was spent on, the type of revenue, and also used to define assets and liabilities.

P (Program) – classifies the revenue or expenses as defined by the *purpose of your Unit or Grant*. Most grant funds have program code of 2000 while operating funds have a code of 1100.

A (Activity) - to define unique activities and is primarily used by Financial Services

L (Location) - identifies location of capital assets and is primarily used by Financial Services

Depending on your role within the Department, you may have access to create transactions, report on FOAP's, post transactions, view (query) transactions, or have signing authority to a fund. To gain access to the University Financial Systems, you will need to complete the Aurora Finance Systems Access Request form

([umanitoba.ca/computing/renewal/aurora/finance/aurora\\_finance\\_access.html#New\\_and\\_Additional\\_Access\\_Forms](http://umanitoba.ca/computing/renewal/aurora/finance/aurora_finance_access.html#New_and_Additional_Access_Forms))

## Purchasing

Purchasing at CEOS follows University of Manitoba policy. Most purchases are for field and research-related expenses and payment is through a Fund controlled by a Principal Investigator (PI). If you need to purchase equipment, please see section in *Research Labs and Equipment*. For assistance/questions on purchasing contact the CEOS administration office or call Purchasing Services at (204) 474-8348.

## Purchasing Computers and Accessories

### To Order Apple Computers & Accessories via EPIC:

1. Contact IST Service Desk to request information about purchasing Apple products, accessories or services. IST or the local Distributed IT Support specialist will consult with you and get a quote from Simply Computing.
2. Create EPIC Purchase Request.
3. Attach Simply Computing quote.
4. Attach PC Commissioning Form (PCCF) to your EPIC PO.
5. Submit for Approval (note: EPIC approval will proceed as per standard process).

### To Order Windows Computers & Accessories via EPIC:

1. Create EPIC Purchase Request.
2. Please search in EPIC in the BookStore catalogue by product description or catalogue number (from models listed below).
3. Attach PC Commissioning Form (PCCF) to your EPIC PO.
4. Custom Configurations, please attach quotation and commissioning form to EPIC PO. Each product requires a separate "non-catalogue" line entry. Consultation and quotations are provided by Computers on Campus (204-474-7000 or [computers.on.campus@umanitoba.ca](mailto:computers.on.campus@umanitoba.ca)).

### To Order Computers via FOAP:

1. To order by FOAP please use the form at [umanitoba.ca/campus/bookstore/computers/media/PCPP-Order-Form.pdf](http://umanitoba.ca/campus/bookstore/computers/media/PCPP-Order-Form.pdf)

### To Order Custom Dell Configurations, non-Dell systems, or tablets:

1. Please contact or visit the Fort Garry BookStore for a consultation and a quote for a system that suits your needs.

For further assistance/questions on purchasing computers, please contact Emmelia Wiley or call the Computer Procurement Program at (204) 474-7000, or email [computers.on.campus@umanitoba.ca](mailto:computers.on.campus@umanitoba.ca).

## EPIC Purchase Requisition

EPIC is the financial system that the University uses to purchase goods and services electronically. There are two types of Purchase Requisitions in EPIC, a Catalog Purchase Requisition and a Non-Catalog Requisition. A Catalog Purchase Requisition allows you to search for items and suppliers, view UM pricing and compare items. Non-Catalog Requisitions allow you to create requests for items not available in the catalog from any supplier that accepts Purchase Orders. Approval from the Signing Authority or PI on the selected FOAP needs to be given prior to a purchase being made. (If you create the requisition and have signing authority on the selected Fund, you can approve your own requisition). For additional support using EPIC, please contact the Aurora Finance Customer Service Desk for system support at 204-480-1001 extension 2, or [epic@umanitoba.ca](mailto:epic@umanitoba.ca)

## The EPIC Contract Request

The Contract Request is a form in EPIC used to initiate your request to Purchasing Services to create a Contract. This form is used when there is an agreement between the University and a Supplier to perform specific services or provide particular goods with anticipated variables including price, quantity, scope of work and defined timelines.

Contract Requests are generally used when written agreements with negotiated terms approved by all parties have been finalized. A Contract Request may include:

- \***Independent Contractor Agreements** - Used when the University engages a supplier to perform defined services based on a mutually binding agreement. The agreement defines the terms of the contract including what work is to be performed, timeline, payment schedules, etc.
- \***Secondment Agreements** - An agreement between the University and a facility to temporarily borrow an individual for specific work.
- \***Construction Projects** - Contracts specific to the work pertaining to construction projects and any consultation for these types of projects. These will only be initiated by Physical Plant & Purchasing Services.
- \***Supply/Service Agreements** - This type of contract is used when the supplier has provided a written agreement which the University has reviewed/approved (i.e. maintenance agreement).
- \***Informal/Department** - Used when a specific supply of goods or services is required for an ongoing basis by a specific area. This type of contract could include a written contract between the supplier and the University or it may be a mutual agreement between the University and the Supplier where no formal agreement has been created i.e. emergency repairs
- \***University Wide Supply/Service Agreement** - This contract type represents the current system contract and preferred supplier agreements. These types of agreements will be generated by Purchasing Services. Most will result in catalogues which you can search and generate a Purchase requisition to obtain the goods/service.
- \***Standing Orders** – Standing Orders are set up and can be tendered like a Purchase Order (PO). This type of purchasing helps negotiate the best price as the value is committed to a FOAP at the time of setup.

If you are uncertain if your transaction should be submitted on a Contract Request, contact Purchasing Services for assistance by email at [purchasing@umanitoba.ca](mailto:purchasing@umanitoba.ca) or by phone 204-474-8348

## VISA

The University Purchasing VISA card allows for the purchase of goods and/or services for a department that are not otherwise available through the Purchasing Services Department's Purchase Agreements (e.g. memberships, subscriptions, books, software, reprints and conference registrations). VISA purchasing cards may not be used for any expenses relating to travel. For further information and order forms, see [umanitoba.ca/admin/financial\\_services/suppay/visa\\_purchasing.html](http://umanitoba.ca/admin/financial_services/suppay/visa_purchasing.html).

## Bookstore

Bookstore purchases for computer equipment, books, etc., valued under \$2,500 are a simplified order process, as they are an onsite supplier. For further information and a printable authorization form for using your FOAP in the bookstore, please see: [umanitoba.ca/campus/bookstore/foapaccounts.html](http://umanitoba.ca/campus/bookstore/foapaccounts.html).

## RESEARCH LABS AND FIELD EQUIPMENT

### RESEARCH LABS

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CEOS has multiple research labs that house a variety of research equipment. Field equipment and other research instruments are also stored in CEOS's equipment storage room in the basement of Wallace Building or within the storage space at SERF on campus. Please see Emmelia Wiley for basement storage needs and access. Equipment should not be removed without the proper consent from the owner of the equipment.

All CEOS labs are shared use with the exception of the UCTEL lab. Laboratory spaces are restricted to staff and students preparing for field programs, maintaining and testing equipment, and conducting laboratory-based research. If your project requires the use of laboratory space, please identify these needs early on in your project or field preparation and communicate these needs to your supervisor and Emmelia to ensure they can be met.

All lab users must complete a lab safety checklist document (see appendix) and walk-through with the lab manager, and have all necessary safety training and education required for the use of instruments and chemicals. For project-owned lab equipment please see the responsible lab manager or technician for storage and use.

#### **CEOS LABS:**

- Meteorological Lab – 488 Wallace
- Sediment Lab – 486 Wallace
- Cold Lab – 490 Wallace
- Calibration Lab – 492 Wallace
- Workshop – 494 Wallace
- UCTEL – 529 Wallace
- Microscope Lab – 537 Wallace
- Metals Extraction – 537A Wallace
- Geochemistry Lab – 539 Wallace
- Prep Lab – 544 Wallace
- Organics Lab – 548 Wallace
- PETRL Lab – 552 Wallace
- Freezers – 560 Wallace
- Filtration Lab – 562 Wallace
- Water Chemistry Lab – 566 Wallace
- Electromagnetics Lab – 570 Wallace
- SIMS Lab – Wallace
- Ar-Ar Lab – Wallace
- Stable Isotope Lab – Wallace
- SERF – 30 Service Road 2 SW, UM

The workshop in room 494A is available to all CEOS staff and students to use for work-related projects. Tools are to be used in room 494A only, do not remove tools from this space. Tools required for a specific field program are to be purchased and maintained by the project PI.

#### Workshop Use Protocol:

1. All staff and students are required to read all safe work procedures and receive a safety tutorial from your supervisor/lab manager prior to using any power tools.
2. Safety glasses, dust masks (if cutting anything with odour or dust), and closed-toed shoes are required while operating all power tools
3. It is the users responsibility to clean up the workshop space after each use

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## RESEARCH EQUIPMENT

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CEOS has accumulated assets in excess of 17 million over the past 20 years, and continues to acquire specialized field and laboratory equipment to support our broad research objectives. Much of this equipment has been acquired through project-specific research funds received by individual PIs or collaborative projects, however all assets are considered to be owned by the University of Manitoba from the date acquired and therefore must be recorded and maintained. All capital asset records are updated and maintained by the departmental asset manager (Emmelia Wiley), these asset records are also added to the CEOS database to allow public viewing and efficient tracking of equipment that changes location.

### Purchasing

Equipment acquisition can be divided into three categories, each with different purchasing procedures and reporting requirements:

1. Capital Assets are items valued at \$2500 CAD or more. These items are added to the University of Manitoba's fixed asset system, require a fixed capital asset property tag, and the location, accountable department, make, manufacturer, model, description of the item, serial number, and main equipment user must be reported. These items are also listed in the CEOS database.
2. Non-capital Assets are items valued less than \$2500 CAD. These items are not included in the University of Manitoba's fixed asset system; however some items from this group that require tracking and maintenance (computers, iPads, parkas, floatation suits, augers, etc.) are added to the CEOS database. (See purchasing procedure section for more details)
3. Non-capital consumables are items less than \$2500 that do not require tracking (rope, hardware, tape, shipping consumables, tubing, lab consumables, etc.) (See purchasing procedure section for more details)

## Tracking and Maintenance

Equipment locations and tracking records are required for all capital and non-capital assets such that at any point in time, the responsible PI and departmental asset manager can identify the whereabouts and condition of the equipment. In order to assist with this process, all members of CEOS must make every effort to plan ahead prior to all field activities, and notify the PI and departmental asset manager if assets are moved both within and outside of the research spaces at CEOS (laboratories, storage spaces, etc.)

During the planning stage of a field or laboratory program, the following steps should be taken to ensure participants have all necessary equipment to complete their research, and that the location and maintenance of equipment can be monitored:

- Discuss all aspects of the field or laboratory program with all participants (PI, technicians, research staff, students).
- Generate lists of existing equipment and new assets or consumables to acquire, establish timelines for purchasing and shipping (see shipping section), and communicate this with PIs owning the equipment and the operations manager (Emmelia). Keep in mind that it can take anywhere from a few days to several months to prepare for a field program.
- Prepare the equipment for shipping, including preparation of a detailed cargo list with serial numbers of instruments and weights and dimensions of all boxes. Emmelia arranges shipping for all cargo.
- Equipment is always signed out to a specific user. This person is responsible for making sure equipment is taken care of properly in the field and any damaged or lost equipment is reported. All users must keep track of equipment CEOS ID and serial numbers prior to deployment.
- Upon returning from the field, equipment must be returned to its allocated laboratory or storage space. Equipment requiring calibration or servicing, or lost/damaged equipment should be brought to Emmelia with information on what is required to be checked/repared (RMA initiation or asset disposal procedure). Shipping/repair costs are the responsible of the PI responsible for the equipment, unless arrangements were made prior to borrowing equipment.

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## SHIPPING AND RECEIVING

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All shipping/receiving requests are to be processed through Emmelia, following financial approval from your supervisor or Principal Investigator. Please keep in mind that some items are very complicated to ship (e.g. ice cores, gas cylinders) and may require more preparation time. All dangerous goods require proper packaging, labeling, and correct shipping documents.

Supplies used for shipping (label covers, tape, pallet wrapping equipment) are available through Emmelia, however if large quantities are required for a field project please provide a fund to replenish supplies. If you require shipping supplies to take into the field, please make arrangements to have them purchased in advance for your specific project.



## FIELD SAFETY TRAINING

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It is the responsibility of the PI/supervisor to ensure their staff and students have all necessary safety training for their specific field program. This may include: Firearms Safety training and application for firearms Possession and Acquisition License, First-Aid, fall arrest training, snowmobile operation and safety training, cold water safety and rescue training, and Small Craft Operator license. These certifications are organized through CEOS on an annual or semi-annual basis as required, and are organized by Emmelia. Please allow several months notice if staff/students require this training as courses are time consuming to organize and often require a minimum number of participants.

## WHMIS TRAINING

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Workplace Hazardous Material Information System (WHMIS) is a global hazard communication system recognized by the World Health Organization (WHO) providing employers and their employee's information about hazardous products they work with or are in close proximity to.

WHMIS legislation is a joint effort between a variety of stakeholders, including industry, and provincial and federal governments. In Manitoba, the WHMIS requirements are set and enforced by the Workplace Safety and Health Regulations. It was created as a response to a workers "right to know" about both the safety and health hazards associated with the hazardous materials they might use at work, to reduce injuries and illnesses associated with handling hazardous materials in the workplace.

WHMIS is composed of 3 main elements to communicate the hazards of controlled products:

1. Labels – affixed to containers of hazardous materials and provides information regarding the hazards
2. Safety Data Sheets (SDS) – provide supplementary information to hazards outlined on the labels
3. Education – education on how to use the information provided, and training on how to safely handle hazardous products

### Training Sessions

WHMIS training is required by anyone working in a laboratory, those working on the CCGS Amundsen and other CEOS field programs. The Faculty of Environment, Earth, and Resources offers 3 in-class training sessions:

- September (Instructor: Misuk Yun),
- February (Instructor: Marcos Lemes),
- May (Instructor: Debbie Armstrong)

There is an online version on UMLearn:

[umanitoba.ca/admin/vp\\_admin/risk\\_management/ehso/chemical\\_safety/6336.html](http://umanitoba.ca/admin/vp_admin/risk_management/ehso/chemical_safety/6336.html)

APPENDIX:

## LABORATORY SAFETY CHECKLIST FOR NEW LAB PERSONNEL

- PI/Lab Supervisor should discuss the following statements/questions with the new lab personnel before they start work in the laboratory.
- When completed and all signatures have been obtained, the checklist should be submitted to and kept by the WHMIS Coordinator, BEFORE lab keys can be issued.

Please Print

Name:	Date:
Phone #:	Department:
Principal Investigator/Official Supervisor:	Building and Room #
Biosafety Permit #	Radiation Safety Permit #

The questions on page three can be used as a template for discussion in conjunction with the questions below.

YES	N/A	STATEMENT/QUESTION	
		1	PI/Supervisor has discussed the nature of the research/project being conducted in the laboratory.
		2	PI/Supervisor has discussed hazardous components of the research including reference to the following as applicable.
			a. Chemical
			b. Biological
			c. Physical (including temperature, electrical, lifting/ergonomic, hi/low pressure, sharps)
			d. Radioactive Materials
			e. Radioactive Emitting Devices (REDs or X-ray Equipment)
			f. Lasers (refer to EHSO's Laser Safety web page and Laser Safety Information Power Point at: <a href="http://umanitoba.ca/admin/human_resources/ehso/rad_safety/lasers.html">http://umanitoba.ca/admin/human_resources/ehso/rad_safety/lasers.html</a> )
		3	PI/Supervisor has identified the location of Material Safety Data Sheets (MSDS) and chemical inventories to the employee/student and demonstrated methods of access.
		4	Immunization requirements have been identified and offered if the employee will be working with/near vaccine-preventable human or animal pathogens or potentially infectious material. Contact EHSO Occupational Health Coordinator (474-6438) if you require assistance with this risk assessment.
		5	PI/Supervisor has discussed the need for the employee/student to inform health care providers of the nature of the laboratory research during an accident or post-exposure medical visit.
		6	PI/Supervisor has reviewed the site-specific laboratory safety requirements with the employee/student, including working alone, personal lab hygiene and responsibilities for safety, site specific waste procedures, and emergency response contacts.
		7	Hazard assessment, use and limitations information concerning Personal Protective Equipment (PPE) required in laboratory has been reviewed and personnel have been provided with the appropriate personal equipment required (lab coat(s), safety glasses/goggles, gloves) and shown location of shared PPE (e.g. face shields, temp resistant gloves)
		8	Does the employee/student need a respirator? ( ) YES ( ) NO If yes, arrange for exposure evaluation, training and fit testing through the Environmental Health and Safety Office at 474-6633.
		9	Has the pertinent procedures for emergency response been identified to the employee/student for:

			a. Spills, Ventilation/fume hood failures, etc.
			b. Fire (Fire procedures and Fire Marshall identified?)
			c. Personal injury and/or medical emergency (First aid responders identified?)
			d. Accident/Incident reporting procedure
		10	Have all Safety and Emergency Equipment <b>locations and procedures</b> been identified to the employee/student?
			a. Emergency Shower
			b. Emergency Eyewash
			c. Fire Alarm Pull Station
			d. Fire Extinguisher
			e. First aid and Spill Kits
			f. Emergency Contact Phone #s
			g. Fume Hoods
			h. Biological Safety Cabinets (BSC)
			i. Flammable Storage Cabinets
			k. Others
		11	Have the site-specific waste procedures and locations of the Hazardous Waste Wall Charts (Lab waste, Biohazardous waste, Radioactive waste) been identified and explained to the employee/student:
			a. Solvents?
			b. Acids/bases?
			c. Radioactive material?
			d. Sharps/broken glass?
			e. Biohazardous material?
			f. Animal carcasses?
		12	Has the PI/Supervisor reviewed with the employee/student, the laboratory signage system and entrance requirements as indicated on the door? Contact EHSO 474-6633 for information on installation of door signage.
		13	If radioactive materials are used in the lab, has the employee/student been made aware of the radiation safety awareness training? Contact EHSO at 474-6633 to register.
		14	If a biological material user, has the employee/student signed up for generic BSC and Biosafety training. Call 474-6633.
		15	All new lab personnel must view the "Basic Lab Safety and WHMIS" presentation and write and pass the test. WHMIS Coordinator signature below** indicates that this has been documented.
		16	<b>If radioactive material will be used by the new personnel, has the employee/student been added to the Internal Radioisotope Permit and registered for training? Call 789-3613</b>
		17	The new employee/student understands that the PI/official supervisor can/should be contacted at any time to discuss safety concerns.

**\*\*WHMIS Coordinator** \_\_\_\_\_

***The signatures below indicate that the above material has been reviewed with this employee/student and the employee/student agrees to follow the prescribed lab and departmental safety procedures:***

**Employee/Student** \_\_\_\_\_

**Principal Investigator/ Official Supervisor\*** \_\_\_\_\_

\*Official Supervisor is a person whose supervisory responsibilities are defined in their job description

### Discussion questions for PI and new Lab Personnel

1. What are the hazards for 2-3 of the most hazardous/toxic chemicals or solutions that you use?
2. Are your lab's working solutions, and your own labeled with completed, individual WHMIS labels?
3. What is your work alone policy? You need to have contact with someone who has access to the floor you are working on and a key to the space so they can come find you. When working in freezers, you need a 15 minute check-in schedule and if using the band saw you need a buddy present.
4. We are working in an open lab environment where people have access to several labs. Discuss the rules associated with using other labs:
  - You need permission to work in other labs from senior staff
  - A safety walk-through must be conducted before access is allowed
  - There is no removal of equipment without permission
  - Do not use consumables that do not belong to your group without permission. For example: gloves, kimwipes, tips/pipets, beakers, chemicals, etc.
  - If you are going to use other labs outside of regular hours please request permission.
5. When your experiments require use of a chemical or biological material that you haven't used before, what steps do you take before using it?
  - Consult with the safety data sheets
  - Do some research on its reactivity
  - Speak with your PI or senior staff
  - Make sure you have the correct PPE (personal protective equipment)
  - Be clear on how to dispose of any waste
6. You are working late in the lab and have a major spill of one of the hazardous materials you are working with. What should you do?
  - Spill kit? Can you handle this cleanup, or do you need to call for help? Senior Staff or PI for assistance.
  - Call security services from wall unit outside the theatre, office phone dial 555, cell phone #555 if on MTS or Rogers, or dial 204-474-9341
7. Considering your project as a whole, what are the major points in your own work where a risk is encountered and how do you plan to contain these risks? Please revisit these procedures regularly with PIs.

#### Biological Risks

8. What biological risk agents or potential infectious material do you work with?
9. What are the symptoms of infection with this material?
10. How do you protect yourself **and your co-workers** while working with these materials?

## TEMPLATE FOR FACULTY WEBSITE PROFILE

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Name:

Position:

Department:

Education:

Research Interests:

Contact Information:

**Room #** Wallace Building  
University of Manitoba  
Winnipeg, MB  
R3T 2N2

Email

## TEMPLATE FOR ADMINISTRATIVE STAFF & TECHNICIANS WEBSITE PROFILE

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Name:

Position:

Department:

Supervisor:

Education:

Responsibilities:

Contact Information:

**Room #** Wallace Building  
University of Manitoba  
Winnipeg, MB  
R3T 2N2

Email

## TEMPLATE FOR RESEARCH STAFF WEBSITE PROFILE

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Name:

Position:

Department:

Supervisor:

Education:

Research Interests:

Contact Information:

**Room #** Wallace Building  
University of Manitoba  
Winnipeg, MB  
R3T 2N2

Email