

THE RESEARCH INSTITUTE OF ST. JOE'S WET LAB ACCESS CARDKEY FORM

Section 1- Identification Info		Card#:
Name:	Email address:	
<input type="checkbox"/> Staff (full time, part time or summer position) Name of employer (circle one): McMaster, St Joe's or other _____		
<input type="checkbox"/> Grad Student <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Undergrad (at RSJH as part of a course)		
Extension Lab/Office:	Home/Cell Phone #:	
Start Date:	Anticipated End Date:	
Principle Investigator:	Room and Bench:	
Department:		
Date of application	_____	
Applicant's signature	_____	
Principal Investigator (signature)	_____	
Wet Lab Access Approval (Research Facilities Manager signature)		

Section 2- Training
Log into McMaster Mosaic system https://eprpd.mcmaster.ca/psp/preprpd/?cmd=login
<p>If you do not have a MAC ID, a McMaster University employee (e.g. your principal investigator) must submit a request on your behalf to be given "person of interest" status. The requester should go to https://servicedesk.mcmaster.ca, log in with MAC ID and password. Select Accounts and Access and then POI Request Form. Complete the form as instructed.</p> <p>On the Mosaic home page, click "Regulatory Training" and sign up for the required courses. After sign up, courses will be available on Avenue to Learn usually within 24 hours.</p>

Training Module	Frequency	Mosaic Course Number
WHMIS 2015	Every 5 years	WHMS15
Biosafety Core or Biosafety Update	Core taken once, updates yearly	BSLTRA or BSUPD
Fire Safety	Yearly	FHSFSF
Chemical Handling/Spills	Every 3 years	CHEMHS
Health & Safety Orientation	Once	HSORI
Violence & Harassment Prevention	Every 3 years	VHPW
Safe Training	Every 5 years	SAFE
AODA (Accessibility for Ontarians with Disabilities Act)	Once	AODATL

Once all courses/modules completed, go back to the Mosaic homepage and go to “Regulatory Training”/”Self Service”/”Session Time and Status” to print off your training summary. **Note:** After completion of a course, it may take 24 to 48 hours for it to be registered in your summary.

Section 3- Online Registration

Complete if you are:

- 1) an employee of any institution other than St Joseph’s Healthcare
- 2) a learner (grad or undergrad student)
- 3) a visitor
- 4) a volunteer

If you are a St Joseph’s Healthcare staff member, proceed to section 4.

1) Review 064-RSJ-H Research Visitor Policy.

<https://research.stjoes.ca/ModuleFile/064-rsj-h-research-visitors-visiting-fellows-and-research-volunteers.pdf?id=131>

2) I understand that I am not covered by WSIB or RSJH/SJHH for health insurance or personal accident insurance. It is my responsibility to purchase this insurance independently if I choose to.

Signature

Date

3) Have your principal investigator register you online at:
<https://rsjh.ca/RPR>

Section 4- Photo for Lab Access Card

Provide this completed form with your Mosaic training summary to the Research Manager. If all requirements are met, the Research Manager will sign off and you can proceed to have your photo taken.

Phone Security Office to make a required appointment (905-522-1155 Ext: 33280). No "walk in" allowed. Please identify yourself as a wet lab card access applicant.

Take a **signed** copy of this form to the Security Office (Rm # G1103).

Security will take photo and process lab access card.

The Research Manager will contact you when Research Laboratory access card is available for pick up. A \$20.00 deposit is required.

NOTE: Your lab access card must be returned when you complete your tenure at Research Institute of St. Joe's. Upon the return of the card, your \$20.00 deposit will be refunded.

Problems or Questions? Contact:



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