

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. Marlys Koschinsky, Scientific & Executive Director, Robarts Research Institute

Kristina Fornelos, Administrative Coordinator (kfornelos@robarts.ca)

T. 519-931-5777 Ext. 24389; F. 519-931-5789

Room 2260

Elisha Lucas, Financial Officer, Administration (elucas@robarts.ca; ext 25303); Room 2260B

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

Ron Noseworthy, Occupational Health & Safety Manager (rnoseworthy@robarts.ca; ext 24125); Room 3209

Janice Koenig, Financial Officer – Research Administration (janicek@robarts.ca; ext 24311); Room 1215

Rebecca Nash, Human Resources and Building Access Coordinator (rnash@robarts.ca; ext 25200); Room 3208

Patricia Joosten, Autoclave/Warewash Technician (pjoosten@robarts.ca; ext 24084); Room 0206

Sergey Akopyan, Desktop Support Manager/IT Support Specialist (support@robarts.ca; 24333); Room 1219

Chris Wedlake, Systems Administrator/IT Support Specialist (support@robarts.ca; 24077); Room 1219

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

Darlene Goodine
Room 3202

Tel: 519-931-5777 ext 25251

Email: dgoodine@robarts.ca

SECURITY Reg Applin

Ext 24041; Email: security@robarts.ca

Building access (photo): Rebecca Nash authorizes building access, Ron Vander activates it. A photo will be digitally acquired for faculty, staff, post-doctoral scholars, and grad students for extended access. 4th year undergrad students can receive card access for daytime working hours only, and all other undergrad students 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: Ron Noseworthy

Email: rnoseworthy@robarts.ca; **Hours** for Ron Noseworthy: Tue, Thur, Fri from 8:30 am -2:30 pm

Safety Committee: Chaired by Dr Robert Gros

New Personnel – new personnel will be on-boarded via Robarts HR; training for both Western and Robarts is required.

Post hire, personnel will meet with Rebecca who provides information about:

- Online Robarts Orientation (available on OWL);
- University safety requirements and documentation: Online resources; and
- Personnel training (Western Safety Office; HR signup; in person and OWL training)

Lab Documentation: Detailed documentation of all training must be kept for all personnel. Other posted documentation includes: Biohazard Level, Contact Information, Accident Reporting, Emergency/Fire Plan, Standard Chemical Abbreviations, Compressed Gas Use/Storage, Biohazard Permit, Lab Standard Operating Procedures, Chemical Spill Plan.

New Lab Setup: Includes safety training certification of personnel and certification of the lab space depending on usage (Radiation, Biosafety 1, 2, 2+, Animal Use, Laser). Certifications must be maintained according to the institutional schedule. Labs are inspected prior to use and may be inspected at any time by safety officials.

Labels: Labels for use in the lab are available from the Safety Office. These include lab signage (PPE and Biohazard Information signs), waste labels, biohazard labels, and WHMIS labels for decanted or working solutions.

Safety glasses (Western Safety office): provided by the university for faculty, staff, post-doctoral trainees and graduate students. Prescription safety glasses also available with a special form from the main campus safety office given to the campus vision care clinic. Prescription required either from the campus vision clinic or other optometrist.

N95 Respirator Fit Test: Contact Ron Noseworthy to set up an appointment. Required for Animal Care Access.

Safety Inspections: Institute and Campus: can be random or by scheduled appointment. Permits required for laser, radiation and according to biosafety hazard level.

Chemical Waste Disposal: Thursday 9:25 AM pick up at the loading dock. Refer to https://www.uwo.ca/hr/safety/topics/hazardous_waste.html for more information. A completed inventory form must be included. Required stickers are available from Ron Noseworthy. Please separate chemicals based on compatibility and pack safely in a cardboard box. Chemicals must be kept upright.

Chemical spills are to be neutralized and cleaned by laboratory staff if small, or by the hazardous spill team (contact 911). Spill kits are located in the hallways of research areas. Hands-on training sessions arranged semi-annually or by request.

Liquid nitrogen transport via elevators: Procedure is posted in Rm 0283. Must be read, signed, and trained prior to use.

BUILDING MANAGEMENT and DISTRIBUTION SERVICES: Ron Vander

Email: ronv@robarts.ca or services@robarts.ca; Ext 24111

Keys: online request at <https://servlet.uwo.ca/keys/login?1>

Room/Building Emergencies (e.g Leaks/floods) call/email: Robarts Security security@robarts.ca or ext 24041

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 – codes for outgoing mail are provided by Elisha Lucas. 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 3:00; 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: small equipment maybe left in the hallway for removal. For equipment that requires a dolly please contact Ron at ronv@robarts.ca to arrange for assistance. Clean and or decontaminate first.

Gas tanks are ordered online using Mustang Market but you must contact Praxair (marc_langlois@praxair.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:

AUTOCLAVE/WAREWASH SERVICE - LAB COAT EXCHANGE - BIOHAZARD WASTE: Pat Joosten

Email: pjoosten@robarts.ca; Ext: 24084; 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.

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 pjoosten@robarts.ca to arrange training.

Lab Coat Exchange: Tue-Fri, 7:30 am – 3:30 pm, lab coats are exchanged in 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.

IT AND SOFTWARE: Sergey Akopan and Chris Wedlake; RRI1219

Email: support@robarts.ca or helpdesk@robarts.ca; Website: <http://support.robarts.ca> (Robarts computer access only)

- Robarts Email for faculty and staff only
- Robarts internet access protocol
- University Software Site Licences: <http://www.uwo.ca/its/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 list-servers available depending on need (i.e. Scientists; All; Trainees; Research Staff; Imaging). Contact IT Support for more information or visit <http://support.robarts.ca>.

BIOBARS

Biobar	Location	Room #	Contact Name	Contact Email	Notes
BioShop	Dekaban Lab	2215	Christy Barreira	cbarreira@robarts.ca	Order via Mustang Market or directly at the lab; also in stock items. Purchases handled via speed code on Mustang Market.
ThermoFisher		2214			
Wisent	Schild-Poulter Lab	3296	Xu Wang	xwang287@uwo.ca	Tissue culture products molecular biology reagents and microbiology media
BioRad	Brown Lab	2290	Todd Hryciw	robartsbiorad@gmail.com	Reagents and consumables for Western Blotting and qPCR

CORE/SHARED RESOURCES

Translational Imaging Research Facility: http://www.imaging.robarts.ca/3t/	Dave Reese
Centre for Functional and Metabolic Mapping: www.cfmm.robarts.ca	Joe Gati
London Regional Flow Cytometry Facility Rm 4260: http://www.robarts.ca/london-regional-flow-cytometry-facility ; http://www.robarts.ca/sites/default/files/lrfcf.pdf	Kristin Chadwick
London Regional Genomics Centre: http://www.lrgc.ca	David Carter
Molecular Pathology Core Facility Rm 4242: http://www.robarts.ca/pathology/index.html	Caroline O'Neil
Neurobehavioral Core Facility: http://www.robarts.ca/neurobehavioral-core-facility	Matthew Cowan
Preclinical Imaging Research Centre: http://www.robarts.ca/preclinical-imaging-research-centre	Joseph Umoh
Robarts Confocal Microscopy Core: http://www.robarts.ca/confocal/index.html	Flavio Beraldo
Robarts DNA Sequencing Lab Rm 4212	Jenn Biltcliffe

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 or twice a week. 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 regularly. 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.

MISCELLANEOUS

Robarts lab notebooks are available for purchase from Elisha Lucas for \$20 each.

Petty Cash for purchases under \$100 with a receipt signed by a PI of the speedcode being used is processed by Elisha Lucas.

Robarts Research Institute Committees: Executive, Operations, Health and Safety, Robarts Association of Trainees, Research Staff.

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

Schulich Communications & Media Relations: Communications Coordinator: Emily Leighton
(Emily.leighton@schulich.uwo.ca; ext 80966) **Media Relations Officer:** Crystal Mackay (crystal.mackay@schulich.uwo.ca; ext 80387) Communications Requests:
https://www.schulich.uwo.ca/communications/publications/this_weekschulich/submission_form.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 Roberts Imaging only) and main campus (Physics and Astronomy and Engineering/UWO/University Machine Services; Glassblower in Chemistry; 3D printers in UMS.

University Machine Services: <http://www.uwo.ca/ums/about.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 Elisha Lucas is listed as approver for all cards held within Roberts, using Roberts 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 Roberts 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.

Western License for Toxins and Pathogens: Contact Ron Noseworthy for Risk Group 2 and 3 Toxins and Pathogens.