

Onboarding Guidance for New Users of the Rubenstein Ecosystem Science Lab and the Spear Street Forestry Sciences Lab

April 2021

CATcard Access Instructions

This document contains updated links and describes the process for a supervisor to get a UVM CATcard approved and/or to get hard keys for offices/labs.

1. Review the UVM key and access policy

<http://www.uvm.edu/policies/facil/key.pdf>

2. Complete the appropriate lab safety trainings:

In order to be approved for access, the new user must complete lab safety trainings according to the chart below. More information on UVM training resources here: <https://www.uvm.edu/riskmanagement/train-and-inform-lab-personnel>. Lab Supervisors or their designated Lab Safety Officer (LSO) can also provide guidance on trainings.

UVM LAB SAFETY TRAINING COURSES			
Name of Training	Required By:	When	When To Update
<u>Laboratory Safety Roles and Responsibilities (on-line course)</u>	All lab personnel	before working in lab	once or as directed by lab supervisor
<u>Chemical Safety in the Laboratory (online course)</u>	All lab personnel	before working in lab	once or as directed by lab supervisor
<u>Laboratory Chemical Waste Disposal (online course)</u>	All lab personnel	before working in lab	once or as directed by lab supervisor
<u>Laboratory Ventilation and Chemical Fume Hoods (online)</u>	All lab personnel	before working in lab	once or as directed by lab supervisor
<u>Emergency Response for Laboratory Workers (classroom - sign-up)</u>	All lab personnel (except supervised undergrads/visitors)	within 3 months of starting work in a UVM lab	once or as directed by lab supervisor
<u>Keeping Your Lab Safe (classroom - sign-up)</u>	All lab personnel (except supervised undergrads/visitors)	within 3 months of starting work in a UVM lab	once or as directed by lab supervisor

3. Complete the appropriate access request form:

- **Undergraduate students** may be granted approval for up to three consecutive semesters. After the final approved semester, access is automatically revoked so plan to resubmit the form if needed for longer periods. Hard keys to offices or labs cannot be issued to undergraduates. Undergraduate access forms are here: https://www.uvm.edu/sites/default/files/UVM-CATcard-Service-Center/Undergraduate_Access_Request_Form.pdf

- **Faculty, staff, PhD, or graduate students:** https://www.uvm.edu/sites/default/files/Physical-Plant-Department/Request_For_Keys_Revised_Sept2020.pdf

- **Contractors, vendors, affiliates, non-affiliates, volunteers** will need to obtain a vendor badge and may need an approved agreement. More info about the vendor badge and link to the form is here: <https://www.uvm.edu/catcard/get-card-im-vendor> Contact the facility coordinator or RSENR Dean’s office for more information.

Important notes when filling out your CATcard form:

a) *The requestor should be a faculty member or staff (your supervisor).*

b) *To activate a CATcard, the office needs your PeopleSoft id# sometimes called Employee id#. For students, this 95 number is listed on your student id# in Banner. For employees, the PeopleSoft/Employee id # can be found on your paystub. Go to MYUVM, then PeopleSoft Human Resources.*

c) *There will not be enough room to list all of the safety trainings required. Please instead write “Lab Safety and VOSHA” and “see attached” in the date box. You will then need to attach a screenshot of your safety training transcript by going to this website (<https://www.uvm.edu/riskmanagement/train-and-inform-lab-personnel>) and selecting “View your safety training transcript” on the right hand side. You will submit this along with the completed form.*

d) *Common room numbers:*

AIKEN FORESTRY SCIENCES LAB	
	Forestry Lab Room #
Ricketts Lab	139
Mosher Lab	140
D’Amato Lab	144/145
Roy Lab	156
Adair Lab	157
RUBE LAB	
	Rubenstein Lab Room #
Marsden Lab	112
Wet Lab	113
Stockwell Lab	116
Teaching Lab	207
Bowden Lab	208

e) *Leave key number and director signature blank. It will go to the lab director for signing after review by the lab manager.*

4. Submit a digital copy of the appropriate form and your safety training transcripts

Send these materials to the Spear St Lab manager, Marie English (Marie.English@uvm.edu) or the Rube Lab manager, Kirstin Collins (Kirstin.Collins@uvm.edu)

From here, the Lab Director will sign the form and send it to the Dean's office to route the paperwork as needed. This includes a training record check so if training has not been completed, the form will be returned. Approved forms move to the UVM lock shop and/or the UVM CATcard office as needed. CATcard authorizations are usually completed within 5 business days. Hard keys for labs or offices may take longer since they need to be cut. The lock shop will notify the recipient by email when hard keys are ready to be picked up.

5. Schedule a lab orientation with your lab safety supervisor.

Risk management requires everyone using the labs to first complete a lab orientation. Your lab safety supervisor will go over a checklist of safety items specific to the lab space where you will be working. During this time you can discuss additional training needed for shared equipment or specific instruments. Expected duration ~30min.

Other notes:

- Keys are not issued to undergraduate students.
- **Returning keys:** When you have completed your work at the labs, please schedule a time to drop your keys off with Marie, Kirstin or the Dean's office.
- From request date, Master's students are given CATcard access for 3 years, PhD for 5 years.

Lab Access Instructions during COVID

Current procedure for accessing Labs:

OPTION 1: *If you are listed on an approved Lab Safety Resumption Plan, you do not need approval to enter the rooms listed on that plan (i.e., your lab) or building common spaces - you already have approval via the plan. However, we still need to keep track of comings and goings for safety and tracking so here's the scheduling process:*

- (a) Access the Teams calendar (located in the "Building Access" tab of the "General" channel) to add the date, time and rooms you want to access. You do not need approval (you already have it through your lab's plan), but you are responsible for making sure your lab's safety procedures are followed (e.g., only one user per room at a time). https://www.uvm.edu/sites/default/files/Rubenstein-School-of-Environment-and-Natural-Resources/Building_Access.pdf

- (b) Prior to entering the lab, fill out the UVM check-in form: <https://healthcheck.uvm.edu/employee>. There will also be a QVC code posted on the doors to access this form in case folks forget before arriving at the lab.

OPTION 2: *If you are not listed on a lab resumption safety plan, you still need approval prior to entering the building:*

- (a) Check the Teams calendar (located in the "Building Access" tab of the "General" channel) to make sure that your area is safely accessible during the time you would like to be there. Fill out the web form here: (<https://www.uvm.edu/rsenr/forms/rsenr-safe-activity-resumption-and-building-access-request>). After receiving approval, fill in the calendar with the date(s), time(s) and rooms you will be accessing.
- (b) Prior to entering the lab, fill out the UVM check-in form: <https://healthcheck.uvm.edu/employee>. There will also be a QVC code posted on the doors to access this form in case folks forget before arriving at the lab.

To be added to a COVID resumption plan

To be added to a resumption plan, please have your supervisor fill out the [Form to add/remove a lab worker to an approved lab resumption plan](#) that can be found on this page:

<https://www.uvm.edu/rsenr/rsenr-lab-and-field-research-resumption-resources>

Update lab registry to reflect current users of the lab

Lab owners/managers should remember that all users of their lab should also be registered in the regular lab registry maintained by UVM Risk Management. This is standard operating procedure outside of any special COVID requirements. Registration in the UVM Risk Management database and via the RSENR COVID approved users form is redundant, but necessary until we are free of any COVID-19 concerns and restrictions. So in summary, until further notice, all approved users of any RSENR lab should be registered on *both* the UVM Risk Management lab registry *and* via the RSENR approved lab users form. The UVM Risk Management lab user registry can be found here: <https://www.uvm.edu/riskmanagement/register-your-laboratory>. The link to the RSENR approved lab users form is in the previous section, above.