



FREQUENTLY ASKED QUESTIONS ABOUT THE SCIENCE COMPLEX

Question	Answer	Contact	Room	Phone
What is the building number and address ?	Building # 140 488 Gordon Street, Guelph, Ontario, N1G 2W1			
When is the building open ?	7 a.m. to 10 p.m. Research corridors unlock at 8:30 and lock down at 6 p.m. with swipe card access after hours.			
What's available?				
Where is the central Stores area and what are the hours ?	Inside the main entrance to the Science Complex on the left hand side. Hours of Operation Monday – Friday September 1 - May 31 8:30 – 4:30 June 1 – August 31 8:30 – 12:00 and 1:00 – 4:30	Bill Barnes Karen Ingram Leanne Dickie Anna Vera (on leave)	SCIE 1110	52266 52660 52660 53816
What is available from the Science Complex Stores ?	Search online - go to http://www.chemistry.uoguelph.ca Link to Department (upper right hand corner) "Search the Chemistry Storeroom Inventory"	Bill Barnes Karen Ingram Leanne Dickie Anna Vera (on leave)	SCIE 1110	52266 52660 52660 53816
How do I access items	The Storeroom staff will help you set up an	Bill Barnes	SCIE 1110	52266

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from the Science Complex Stores?	account for your research lab. General office supplies used for teaching can be charged against the departmental administrative account. Each month, Bill Barnes will prepare a billing list that is passed on to the clerks, who will do the charge back to your trust account. Each request processed through the Stores must be signed by the Principal Investigator holding the trust account or his authorized designate..	Karen Ingram Leanne Dickie Anna Vera (on leave)		52660 52660 53816
Shipping/Receiving?				
How do I receive orders delivered to the Science Complex?	All shipping and receiving is done through the Stores area. All incoming orders are logged and delivered to the research lab. Occasionally when the Stores area is short staffed, you may receive an email to come down and pick up your order. Packing slips must be collected by the research lab and passed directly to the clerks. Please note that there is no internal access to the loading dock. Only authorized personnel are allowed within the Stores area for safety reasons. You will be contacted when any gas cylinders or liquid nitrogen tanks have arrived. Please pick up tanks as soon as possible.	Bill Barnes Karen Ingram Leanne Dickie Anna Vera (on leave)	SCIE 1110	52266 52660 52660 53816
How do I send FedEx/Purolator etc.?	Go to - http://www.uoguelph.ca/mcb/forms.htm and print off the MCB Courier Form. Complete the form and deliver all outgoing mail/parcels to be shipped to the Stores	Karen Ingram Leanne Dickie Anna Vera (on leave)	SCIE 1110	52660 52660 53816

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	area by 11:30 am.			
Building Maintenance				
Who should I report maintenance problems to (lights out, elevator not working etc)?	Karen Ingram, Leanne Dickie or Anna Vera (on leave) will report all building maintenance issues to Physical Resources and follow up as required. Please phone or email Karen/Anna/Leanne directly giving details of the room and problem.	Karen Ingram (kingram@uoguelph.ca) Leanne Dickie (lkrick@uoguelph.ca) Anna Vera (on leave) (asamojin@uoguelph.ca)	SCIE 1110	52660 52660 53816
Facilities?				
Where to go for projectors, laptop, and pointer?	Equipment can be signed out at the Stores.	Bill Barnes Karen Ingram Leanne Dickie Anna Vera (on leave)	SCIE 1110	52266 52660 52660 53816
Where do I go for Liquid Nitrogen?	See personnel in Stores for freight elevator key. Liquid Nitrogen is stored in room 1118.	Bill Barnes Karen Ingram Leanne Dickie Anna Vera (on leave)	SCIE 1110	52266 52660 52660 53816
Where do I go for dry ice?	See personnel in Stores. Dry Ice is stored in the room 1118.	Bill Barnes Karen Ingram Leanne Dickie Anna Vera (on leave)	SCIE 1110	52266 52660 52660 53816
Where are the ice machines located?	Research Phase I - 2202 A/B, 3222B and 4223B Phase II – 4433, 4402B Teaching – 4103E	Karen Ingram Leanne Dickie	SCIE 1110	52660 52660
What other equipment is available and where?	Liquid Scintillation Counter – 4256 Gel Doc – 3202B and 4256 (sign out parts from Stores) Sonicator – 4256 (sign out parts from	Karen Ingram Leanne Dickie	SCIE 1110	52660 52660

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	Stores) French Press – 3202B Speed Vac - 3202B Mini bead beater - 4203 Ultra Centrifuges – 2202A/B, 3202B, 4203 – sign out rotors from Stores Steamers - 3222B and 4223B Teaching Centrifuges – 4103E			
Who do I report departmental equipment repairs to?	Report to Stores.	Karen Ingram Leanne Dickie	SCIE 1110 SCIE 1110	52660 52660
Where are research autoclaves located?	Phase I – 3222B, 4223B Phase II – 3402A and 4402B	Karen Ingram Leanne Dickie Liz Reier	SCIE 1110 SCIE 1110 SCIE 4104B	52660 52660 53365
Can I use the autoclave in the wash-up area ?	Only during prearranged times – see wash-up technician. Limited access to this area.	Liz Reier	SCIE 4104B	53365
Where do I take biohazard waste for autoclaving ?	All properly labeled biohazard waste can be delivered to the designated drop off location in 4104B during scheduled drop off times. See attached for details.	Liz Reier	SCIE 4104B	53365
Can I use the glass washers in the wash-up area ?	General research glassware can be left in the designated area for washing. Arrangements can be made with the wash-up technician to wash individual lab glassware as time permits. See attached for details.	Liz Reier	SCIE 4104B	53365
What about teaching glassware ?	Picked up from teaching labs as scheduled with demonstrators.	Liz Reier	SCIE 4104B	53365
Where do I pick up my mail/pay information	Mail boxes in SCIE 4475.			

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slip?				
What time does the mail go out/arrive in the building?	The mail bag goes out to the front foyer at 8:30 a.m. and incoming mail is received around 9:00 a.m.			
Where are the photocopiers located?	Room 4475 – MCB mail/copy room Room 2488 – IB mail/copy room Room 3447 – Clerk copy room Room 3486 – ADR mail/copy room	Sandra Good Lori Ferguson Nora Teri Sherry Hall	SCIE 4480 SCIE 2483 SCIE 3451 SCIE 3478	56246 56097 52774 56006
Where do I go to send a fax?	Room 4475 – MCB mail/copy room 519-837-1802 Room 3486 – ADR mail/copy room Log book for faxes located next to fax machine.	Sandra Good Sherry Hall	SCIE 4480 SCIE 3478	56246 56006
Where is the paper shredder?	Room 4475 – MCB mail/copy room			
How do I book a SCIE meeting room?	Schedule for SCIE meeting rooms can be viewed on Zimbra. Rooms can be booked through Sandra, Laleh or Bertilla	Sandra Good Laleh Hatefi Bertilla Moroni	SCIE 4480 SCIE 4479 SCIE 4478	56246 53930 53362
Where are the clerks located?	Room 3448	Nora Teri - supervisor Franlie Allen Susan Casey Kerry Timmins Sherry Schmid	SCIE 3451 SCIE 3449	52774 56003 52717 56507 52848
Where do I leave orders, travel expense claims, etc. to be processed?	Room 3347 – Clerk mail/copy room			
Where are the graduate secretaries located?	Within the ADR suite 3477 – 3482	Sherry Hall Karen White Mary Ann Davis Carol Schlaht	SCIE 3478 SCIE 3479 SCIE 3480 SCIE 3481	56006 52730 56094 53815

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Access?				
Who handles swipe card access to rooms?	MCB – Bertilla Moroni /Laleh Hatefi IB – Lori Ferguson CBS – Margaret Timmins	Bertilla Moroni Lori Ferguson Margaret Timmins	SCIE 4480 SCIE 2481 SCIE1322	56246 52756 53463
How often are swipe locks updated?	At most once each week – normally every Friday.	MCB Bertilla Moroni Laleh Hatefi (back up) IB Lori Ferguson Dean's Office Margaret Timmins	SCIE 4480 SCIE 4478 SCIE 2481 SCIE1322	56246 53362 52756 53463
How do I request swipe card access for an employee/student?	When an employee/student is entered into the payroll system they are also entered into our departmental access database. Swipe card access is then set up automatically for the research lab and support rooms designated for the hiring faculty member. Only project students require an email from the supervisor requesting access as they are not normally in the payroll system. Volunteers are not granted swipe card access. Bertilla will handle questions about access, lost cards, etc., and distribution of office keys between 1:30 and 3:00 p.m. daily.	Bertilla Moroni (bmoroni@uoguelph.ca)	SCIE 4480	56246
How do I replace a lost/damaged ID card?	If you have lost your ID card, notify Bertilla immediately by email, so the card's access can be revoked. A new card can be obtained from the 3 rd floor UC and will require reprogramming by Bertilla.	Bertilla Moroni	SCIE 4480	56246

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	If your card is damaged or broken you must obtain a replacement card from the 3 rd level of the UC. When requesting a replacement card please ask for a duplicate card – this will not require reprogramming.			
Who manages the assignment of lab associate office space ?	Lab associate space is assigned centrally. When appointment information is received available office space is allocated.	Sandra Good (sgood@uoguelph.ca)	SCIE 4479	53930
How do I request keys for employees/students?	Graduate students, postdocs, visiting scientist and research technicians who have been entered into the payroll system will be allocated office space. A \$20 refundable deposit will be required when keys are issued.	Bertilla Moroni (bmoroni@uoguelph.ca)	SCIE 4480	56246
How do I access the freight elevator ?	Obtain the elevator key from the Stores area.	Bill Barnes Karen Ingram Leanne Dickie Anna Vera (on leave) Margaret Timmins	SCIE 1110 SCIE 1322	52266 52660 52660 53816 53463
How do visiting scientists get card access without an ID card?	See attached policy.	Sandra Good	SCIE 4477	53930
Miscellaneous?				
Who should receive the Incident reports forms when an accident/ incident has occurred?	Forms must be received no later than 24 hours after an incident has occurred. Laleh will obtain the chair's signature and fax to Occupational Health and Safety.	Laleh Hatefi	SCIE 4478	53362
On-line payroll information.	For employee/students starting after April 1, 2010 bi-weekly payroll information is available online only. Employees already	Sandra Good	SCIE 4479	53930

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	<p>receiving hard copy payroll information will continue to do so until they opt in to paperless.</p> <p>How to access your information:</p> <ol style="list-style-type: none"> 1. Go to the Human Resources website, www.uoguelph.ca/hr and click on the Pay&Pension Link, found under Resources. 2. Enter your central login and password to enter the site. 3. Click on Pay Information. The most recent pay advice is shown. There is a drop down menu to view previous pay advices. <p>Should you wish to retain a copy for your records, a hard copy can be printed or a PDF file can be saved to your desktop.</p> <ol style="list-style-type: none"> 4. Click on Show Print Version. 5. Click on Print to print a hard copy. 6. To save a file to your desktop or other storage device, choose Adobe PDF as your printer. 7. Before you leave your workstation, ensure that you logout and close all your web browsers to protect your data. 			

New Science Complex Wash-Up Facility
Services and Procedures

The services of the wash-up facility are available to support MCB research programs in the New Science Complex. However, the following rules and limitations apply:

1. Solid Biohazard Waste Disposal

Prior to dropping off your orange biohazard bags containing solid waste (ex. Petri plates, ELISA plates, API strips, disposable tissue culture flasks, pipettes and centrifuge tubes, etc.) you must sign up on autoclave schedule to receive your designated run time. Schedule is located in the wash-up room on the metal shelves. Drop off waste in wash-up five to ten minutes before the two scheduled autoclave run times. Bags must be labeled with lab name and room number, sealed with autoclave tape, and placed in the appropriate container in wash-up (we keep a number of Nalgene bins for this purpose – please do not remove these from wash-up). Due to increased user volume, only two bags per lab will be accepted daily.

Please note: MCB department safety procedures dictate that contaminated materials must be sealed and transported to wash-up in durable, leak proof containers and wiped on the outside with disinfectant before leaving the lab. (Refer to “Transporting Biohazards” and “Biosafety” in the MCB Health and Safety Manual.)

2. Autoclaving Sharps Containers

Sharps containers may be dropped off in wash-up before noon to be autoclaved prior to disposal. Containers must be clearly labeled with lab name and phone number. **A completed “EHS sharps disposal request” form and a yellow EHS hazard tag must accompany every container.**

3. Departmental Glassware

a) Picking up glassware

A limited amount of departmental glassware is available for use by the research labs. The available items are:

- 13 x 100 mm test tubes
- 16 x 150 mm test tubes
- 16 x 100 mm screw cap test tubes
- 16 x 125 mm screw cap test tubes
- 2 oz bottles (approx. 60 mL)
- 6 oz bottles (approx. 180 mL)
- bijou bottles (approx. 5 mL)
- caps/lids for the above items

A number of items belonging to the teaching labs are stored in wash-up and are clearly marked as “teaching only”. Please do not remove these items from wash-up.

b) Glassware drop off

Borrowed glassware must be decontaminated, emptied, and well rinsed before being returned to wash-up. All labels, parafilm, tape and caps must be removed. Glassware may be returned to the designated area in wash up anytime during normal working hours.

4. Washing Research Laboratory Glassware

If you have items that you would like to have washed in our dishwashers please speak to the wash-up technician to make specific arrangements (x 53365, TBA). The turnaround time for this service is 1-2 workdays.

5. Use of Wash-Up Autoclaves

If you need to sterilize larger items (ex. carboys, fermenters, 4L flasks) one of our larger autoclaves may be booked. Contact the wash up technician at least 2 days in advance to make arrangements (x 53365, TBA). Users must be trained on the wash-up autoclaves prior to the booking. Failure to follow the standard operating and safety procedures while using our autoclaves may result in loss of autoclave privileges for your lab.

6. MCB department policies

The following departmental policies apply to the wash-up area:

- Closed toed shoes must be worn at all times
- A lab coat is not necessary for transporting glassware or appropriately prepared biohazard waste to wash-up. Outside lab coats are not permitted in the wash-up area. (Refer to "Wearing of Lab Coats" and "Transporting Biohazards" in the MCB Health and Safety Manual.)