STANDARD OPERATING PROCEDURE:

Request for Volunteer Letter (VLTR) (laboratory environment)

1. **Purpose:** *to provide guidance to Principal Investigators that are willing to accept volunteers to work in their laboratories.*

2. **Scope:** Applies to all Principal Investigators with Laboratories at Chemistry-UTSG

3. **Who can be a volunteer?**

   - Volunteers to work in a laboratory environment “must” be registered in a program or course at the U of T or at another Canadian University from which they are provided proper insurance.
   - **High School students “CANNOT” be volunteers in a laboratory** due to the potential liabilities associated with working in a hazardous environment. Note: this information has been provided by HR-central.
   - High school students can work in a laboratory if joining under a Co-Op program. Under this program, students are provided with WSIB insurance. This insurance is secured by the high school that they belong to.

4. **Procedure:** *to request a VLTR*

   - **Send an email to the DOTS [grace.flock@utoronto.ca](mailto:grace.flock@utoronto.ca) providing the following information**

   1) Name of the volunteer
   2) Start Date
   3) End date
   4) Indicate if the volunteer is an under-grad student or grad student.
   5) Affiliation (University or other where the volunteers studies or work)
   6) Short description of the work the volunteer will be doing in the lab (1-2 sentences)
   7) If you have a CL2 lab, volunteer must be added to your permit before starts work.
   8) Once you receive the VLTR, please sign it, and give the signed VLTR to the volunteer
   9) The volunteer must sign the VLTR and return an electronic copy (signed) to the DOTS
   10) Volunteers must complete the mandatory safety training and the hands-on site specific training (LM-SST). Note: if working at LM for less than 2 weeks, then LM-SST is not required; but, volunteers will not be given a key to the lab. They will have to be accompanied by a senior lab-member at all times.
   11) Please complete all extra-training as it applies to your lab (see page 2) and give this form to the volunteer.
### Checklist for new Chemistry-UTSG-Trainee/Personnel/Volunteers & Visitors (if staying for more than 2 weeks)

1. Visit the EHS website and complete all **mandatory** “laboratory Safety” **within 2 weeks** of starting work at Chemistry-UTS:

   **Lab-training matrix**

   **Safety training** ([https://ehs.utoronto.ca/training/my-ehs-training/](https://ehs.utoronto.ca/training/my-ehs-training/))

   **Mandatory** to all trainees, volunteers, personnel and visitors working in Chemistry labs at UTS:
   - to be complete within 2 weeks from starting date

   a) EHS 101 (you need the UTORid).
   b) Chemistry site specific training (SST) (hand-on). No need of an UTORid
      Upon or prior to arrival: Contact Raymond Akbar to schedule the hands-on training
      ([raymond.akbar@utoronto.ca](mailto:raymond.akbar@utoronto.ca))

   **NOTE:** the hands-on training is a requirement to obtain the key to the lab
   (Access without supervision). Prior to receiving this training, you can enter the lab
   as long as you are in the company of a Senior lab-member.

   **Based on lab-specific activities.**
   **Supervisors, lab safety officers or lab-safety trainers; please check all that applies.**
   **To be completed within 2 weeks of starting work at Chemistry-UTS**

   c) EHS601 Biosafety (if you work in CL1 or CL2 lab)
   d) EHS603 Blood Borne Pathogens (if will work with human materials (e.g. blood, specimens, tissue, cells)
   e) EHS701 Radiation Safety (if you will work with open and sealed sources)
   f) EHS710 Sealed Sources (if will work with sealed sources only)
   g) EHS741 X-ray Safety
   h) EHS731 Laser Training (if will work with open beam class 3B and class 4 lasers)
   i) EHS 739 Laser awareness (if you are in a room with lasers; but, you do not operate the lasers)

   **To be completed within the first month upon arrival to Chemistry-UTS** (not applicable to summer volunteers and visitors)

   j) EHS908 TDG Rad – receiving only (if you will receive rad. materials)
   k) EHS909 TDG Bio (if you are going to be shipping biological agents)
   l) EHS910 TDG Chemical (if you are going to be shipping chemicals)

2. Submit, via email, this checklist together with proof of completion of training to the DOTS ([grace.flock@utoronto.ca](mailto:grace.flock@utoronto.ca)).

3. To pick up the building & lab-keys: bring the signed hands-on SST checklists (proof of training) to Linda Scott (LM154). Note: the form must include the signature of the PI and of the trainer.