Chemistry
UNIVERSITY OF TORONTO

| ADM-SOP- 02 | Revision #: 01 | Implementation Date: 2019-08-01 | Last Reviewed/ Update: 2019-08-01 | Page #: 1 of 5 |
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# STANDARD OPERATING PROCEDURE:

## Request for UNPAID INTERN/STUDENT RESEARCH TRAINEE LETTER (UI/SRT-LTR)

***Purpose: to provide guidance to Principal Investigators that are willing to accept UNPAID INTERN/STUDENT RESEARCH TRAINEES to work in their laboratories.***

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

### *2. Who can be an unpaid intern/student research trainee?*

NOTE – THIS LETTER IS ONLY TO BE USED IN GENUINE INTERNSHIP SITUATIONS. BEFORE ENGAGING AN UNPAID INTERN PLEASE NOTE THAT Under the *Employment Standards Act* ("ESA"), someone who performs work or supplies services to an employer for wages is an employee and entitled to minimum standards including payment of minimum wage. The definition of employee includes a trainee unless the following criteria apply:

1. The training is similar to that which is given in a vocational school.

2. The training is for the benefit of the individual.

3. The person providing the training derives little, if any, benefit from the activity of the individual while he or she is being trained.

4. The individual does not displace employees of the person providing the training.

5. The individual is not accorded a right to become an employee of the person providing the training.

6. The individual is advised that he or she will receive no remuneration for the time that he or she spends in training.

**ALL OF THE CRITERIA ABOVE HAVE TO APPLY IN ORDER FOR THIS TO BE AN UNPAID INTERNSHIP.**

IN SOME CASES, A T4A PAYMENT (E.G., STIPEND OR SCHOLARSHIP) CAN BE MADE TO AN UNPAID TRAINEE. IN ORDER FOR SUCH A PAYMENT TO BE THROUGH T4A RATHER THAN T4, THE FOLLOWING CRITERIA MUST BE MET (IN ADDITION TO

THOSE SET OUT UNDER THE ESA):

- The individual must be enrolled in full-time undergraduate or graduate studies immediately prior to the engagement, and have a reasonable expectation that they will continue their full-time studies at the end of the engagement.
- The engagement should normally be of short duration (usually over the summer )
- The engagement can reasonably be seen as developing the student's own academic skills that will assist them in proceeding towards an undergraduate or graduate degree
- The individual should have some reasonable latitude in the pursuit of their area of research interests (may vary depending on the stage of their academic studies), and the research must be related to their studies
- The training opportunity should ideally take the form of a project, at the completion of which the individual is expected to submit a brief written report on the outcome of their research engagement, and the skills and knowledge gained.

***3. Procedure: to request a UNPAID INTERN/STUDENT RESEARCH TRAINEE LETTER***

***- Ensure the student meets all criteria as delineated above.***

***- Send an email to the Chemistry HR administrator (jeannie.pak@utoronto.ca) providing the following information***

**1)** Name of the unpaid intern/student research trainee (**UI/SRT)**

**2)** Start Date

**3)** End date

**4)** Indicate if the volunteer is an undergrad student or grad student.

**5)** Affiliation (University or other where the volunteers studies or work)

**6)** Short description of the work the **UI/SRT** will be doing in the lab (1-2 sentences)

**7)** Stipend (T4A) amount if any.

**8)** Indicate how the prospective intern fulfills all the criteria to be considered **UI/SRT**

**9)** If you have a CL2 lab, **UI/SRT** must be added to your permit before starts work.

**10)** Once you receive the **UI/SRT-LTR**, please sign it, and give the signed **UI/SRT-LTR** to the **UI/SRT**

**11)** The **UI/SRT** must sign the **UI/SRT-LTR** and return an electronic copy (signed) to the CAO (grace.flock@utoronto.ca)

**12)** **UI/SRT** must complete the mandatory safety training and the hands-On Lash Miller Site Specific Training (LM-SST)

Note: if working at the Chemistry Department for less than 2 weeks, then the SST is not required; but, **UI/SRT** will not be given a key to the lab. They will have to be accompanied by a Senior Lab-member at all times.

13) ***Supervisors*** *are to assign any other safety training requirements based on the activities performed in their specific labs. Please complete all extra-training requirements as it applies to your lab (see page 4 & fill page 5 as applicable), sign and give both pages (4 & 5) to the* **UI/SRT**

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# On-boarding Safety Training Requirements:

# Lash Miller Laboratories, University of Toronto.

**Scope:** ***applies to all incoming Personnel, Graduate Students, Research Summer Students, CHM 499Y", "CHM 399Y" and "CHM 299Y Students, Post Docs, Unpaid Intern / Student Research Trainees, Volunteers and Visitors (if staying for more than 2 weeks) working in a laboratory***

IMPORTANT:

- Graduate students are required to complete all mandatory and additional training as specified by their supervisors by no later than the last available day for course enrollment.
- UG-499, UG-399 & UG-299 students: enrollment to these courses is conditional to the completion of all required safety training. Failure to complete the training will result on removal from the course.
- All other incoming personnel and visitors are require to complete all safety training within 2 weeks from starting date.

## Mandatory Safety Training:

a) Visit https://ehs.utoronto.ca/training/my-ehs-training/ and complete WHMIS and Lab Safety Training (EHS101): Workplace Hazardous Materials Information System for Lab Users ..... ☐ (you need the UTORid).

b) Visit the Chemistry website and review all safety Standard Operating Procedures (SOPs) ☐ Chemistry SOPs

c) **L**ash **M**iller **S**ite **S**pecific **T**raining (LM-SST) (this is a hands-on training). ☐ (No need of an UTORid). Upon or prior to arrival to the Chemistry Department contact the manager of UG-Lab Tech Support and supplies, Maxim Gorlenko (maxim.gorlenko@utoronto.ca) to schedule the LM-SST.

d) Download the Lash Miller Site Specific Training Checklist and bring it with you the day of ☐ the LM-SST

e) Contact your supervisor and review any additional safety training requirements as per next ☐ page

## Additional Safety Training Based on Lab-Specific activities.

**Supervisors**, please check all safety training that applies, print your name and sign

**Training to be completed within 2 weeks of starting work at Lash Miller Chemistry Laboratories**

c) EHS 006 Hydrogen Fluoride ☐
d) EHS111 Mercury Safety Awareness ☐
e) EHS601 Biosafety (if you work in CL1 or CL2 lab) ☐
f) EHS603 Blood Borne Pathogens (if will work with human materials (e.g. blood, specimens, tissue, cells) ☐
g) EHS701 Radiation Safety (If you will work with open and sealed sources) ☐
h) EHS710 Sealed Sources (if will work with sealed sources **only**) ☐
i) EHS741 X-ray Safety ☐
j) EHS731 Laser Training (if will work with open beam class 3B and class 4 lasers) ☐
k) EHS 739 Laser awareness (if you are in a room with lasers; but, you do not operate the lasers) ☐

**Training to be completed within the first month upon arrival to Chemistry**
(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) ☐

Supervisor Name (print):……..

Supervisor Signature:……..Date: …….

**Graduate Students:**
Upon completion of training: Submit, via email, this checklist signed by your supervisor, together with proof of completion of training to the Grad. Assistant (chem.gradasst@utoronto.ca)

**Undergraduate Students:**
Submit, via email, this checklist signed by your supervisor, together with proof of completion of training to the Undergraduate Studies Coordinator (chem.undergrad@utoronto.ca)

**All other incoming personnel and visitors:**
Submit, via email, this checklist signed by your supervisor, together with proof of completion of training to Linda Scott (*linda.scott@utoronto.ca*).

**IMPORTANT: To pick up the building & lab-keys: bring the signed LM-SST-checklist (proof of training) to Linda Scott (LM154).**
**Note: the LM-SST-checklist must include the signature of the PI and of the trainer**