

## 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.

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### 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](http://www.robarts.ca)  
**Phone:** 519-931-5777 ext 24041  
**Emergency:** 911 (on campus responders)

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## ADMINISTRATION & BUILDING STAFF

**Marlys Koschinsky**, Institute Director

**Kristina Fornelos**, Administrative Coordinator  
T. 519-931-5777 Ext. 24389; F. 519-931-5789  
Room 2260

**Ron Vander**, Facilities Manager, Building Services ([ronv@robarts.ca](mailto:ronv@robarts.ca); ext 24111); Room 1232A

**Ron Noseworthy**, Occupational Health & Safety Manager ([rnoseworthy@robarts.ca](mailto:rnoseworthy@robarts.ca); ext 24125); Room 1240

**Robin Konzelman**, Financial Officer, Administration ([elucas@robarts.ca](mailto:elucas@robarts.ca); ext 25303); Room 2260B

**Janice Koenig**, Finance Officer – Research and Administration ([janicek@robarts.ca](mailto:janicek@robarts.ca); ext 24311); Room 1240

**Rebecca Nash**, Human Resources and Building Access Coordinator ([rnash@robarts.ca](mailto:rnash@robarts.ca); ext 25200); Room 1232C

**Randall Hall**, Operations Support Staff ([rhall@robarts.ca](mailto:rhall@robarts.ca); ext 24244); Room 1272E; Dock 50

**Pat Joosten**, Autoclave/Warewash Technician ([pjoosten@robarts.ca](mailto:pjoosten@robarts.ca); ext 24084); Room 0206

**Sergey Akopyan**, Desktop Support Manager/IT Support Specialist ([support@robarts.ca](mailto:support@robarts.ca); 24333); Room 1240D

**Chris Wedlake**, Systems Administrator/IT Support Specialist ([support@robarts.ca](mailto:support@robarts.ca); 24077); Room 1240D

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## ADMINISTRATIVE ASSISTANTS

Ilda Moniz  
Room 1240  
Tel: 519-931-5718  
Email: [imoniz@robarts.ca](mailto:imoniz@robarts.ca)

Maria Sinacori  
Room 1240  
Tel: 519-931-5777 ext 24118  
Email: [msinacori@robarts.ca](mailto:msinacori@robarts.ca)

Darlene Goodine  
Room 1254  
Tel: 519-931-5777 ext 25251  
Email: [dgoodine@robarts.ca](mailto:dgoodine@robarts.ca)

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## SECURITY: Scott and Reg

Ext 24041; Email: [security@robarts.ca](mailto:security@robarts.ca)

**Building access** (key card and photo): Rebecca Nash authorizes building access, Scott activates it. A photo will be digitally acquired for faculty, staff, post-doctoral scholars, and grad students for extended access. 4<sup>th</sup> 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 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year students/volunteers are required to sign-in and -out of the building.

**Room bookings** – email Scott to arrange room bookings ([security@robarts.ca](mailto:security@robarts.ca)).

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## **SAFETY: Ron Noseworthy and Rebecca Nash**

Email: [rnoseworthy@robarts.ca](mailto:rnoseworthy@robarts.ca) and [rnash@robarts.ca](mailto:rnash@robarts.ca)

**Safety Committee:** Chaired by Ron Noseworthy

**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:

- Building orientation meeting;
- University safety requirements and documentation: Online resources; documentation to Rebecca on completion
- 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.

**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.

**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 9:15 AM pick up at the loading dock. Refer to [https://www.uwo.ca/hr/safety/topics/hazardous\\_waste.html](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.

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

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## **BUILDING MANAGEMENT: Ron Vander**

Email: [ronv@robarts.ca](mailto:ronv@robarts.ca) or [services@robarts.ca](mailto: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](mailto:security@robarts.ca) or ext 24041

**Room issues** including temperature: email: [services@robarts.ca](mailto:services@robarts.ca)

**Work orders** for the building, send email to [services@robarts.ca](mailto:services@robarts.ca)

**Renovations or modifications:** [ronv@robarts.ca](mailto:ronv@robarts.ca)

**Telephone access/set up** and Long distance telephone codes: [ronv@robarts.ca](mailto:ronv@robarts.ca)

## **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](mailto:ronv@robarts.ca).

**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](mailto:ronv@robarts.ca) to arrange for assistance.

**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 every week. Emergency floor cleaning can be requested by contacting: [security@robarts.ca](mailto:security@robarts.ca) or ext 24041.

**Cardboard removal:** remove packing material and flatten boxes; place in hallway for pickup.

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

Email: [pjoosten@robarts.ca](mailto:pjoosten@robarts.ca); Ext: 24084; Hours: Mon-Fri. 7am-3pm

**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 glass ware 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](mailto:pjoosten@robarts.ca) to arrange training.

**Lab Coat Exchange:** Every Tuesday from 2-2:45pm lab coats can be brought down to Room # 0206 for exchange.

**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.

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#### DISTRIBUTION SERVICES: Randall Hall

Email: [rhall@robarts.ca](mailto:rhall@robarts.ca); Ext. 24244

In charge of Western Directory Updates for Robarts. Provide the following information for the directory:

Name	Phone/Fax #	Room #
Email	Job Title	Website

**Expedited Shipping:** FedEx (the preferred vendor) pickup time is 3:00; FedEx account # 1310-5356-8; 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 out of Canada** procedures and requirements: contact Elaine Roswell (UWO Customs). [roswell@uwo.ca](mailto:roswell@uwo.ca); ext 84587; SSB6190

**Printer Cartridges Recycling:** Used printer cartridges top shelf @ loading dock. Can also be left in the hallway and will be picked up.

**Electronics Recycling:** Used electronics blue bins at the loading dock.

**Battery recycling:** Locations in main areas of hallways.

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**Gas tanks are ordered online using Mustang Market but you must** contact Praxair ([shab\\_trew@praxair.com](mailto:shab_trew@praxair.com)) for an account number for the lab first; delivered by Praxair and tanks stored in the lab:

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:

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## BIOBARS

Biobar	Location	Room #	Contact Name	Contact Email	Notes
BioShop	Dekaban Lab	2215	Christy Barreira	<a href="mailto:cbarreira@robarts.ca">cbarreira@robarts.ca</a>	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	<a href="mailto:xwang287@uwo.ca">xwang287@uwo.ca</a>	Tissue culture products molecular biology reagents and microbiology media
BioRad	Brown Lab	2290	Todd Hryciw	<a href="mailto:robartsbiorad@gmail.com">robartsbiorad@gmail.com</a>	Reagents and consumables for Western Blotting and qPCR
New England BioLab	Hegele Lab	4212	Jenn Biltcliffe	<a href="mailto:sequencing@robarts.ca">sequencing@robarts.ca</a>	<a href="https://www.neb.ca/freezer_inventory.php?id=35">https://www.neb.ca/freezer_inventory.php?id=35</a> ; Requires a PO; no speed code allowed.

## CORE/SHARED RESOURCES

**3T MRI Core Facility:** <http://www.imaging.robarts.ca/3t/>

Dave Reese

**Centre for Functional and Metabolic Mapping:** [www.cfmm.robarts.ca](http://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

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## IT AND SOFTWARE: Sergey A and Chris W

Email: [support@robarts.ca](mailto:support@robarts.ca) or [helpdesk@robarts.ca](mailto: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](mailto: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>.

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## MISCELLANEOUS

**Internal and External Mail** – codes for outgoing mail are provided by Elisha Lucas; no personal mail. Only work related mail can be placed in the grey bin in the mail room on the 2<sup>nd</sup> floor near the security desk. Outgoing mail is picked up at 8 am daily during the work week.

**Robarts lab notebooks** are available for purchase from Robin Konzelman for \$20 each. Robarts insignia sweaters are \$60. Other Robarts logoed items (lanyards, pens, post-it notes) are available on request from Elisha.

**Robarts Institute committees:** Executive; Safety; Trainees; Research Staff

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## WESTERN RESOURCES and GENERAL INFORMATION

**Schulich Communications & Media Relations: Communications Coordinator:** Emily Leighton ([Emily.leighton@schulich.uwo.ca](mailto:Emily.leighton@schulich.uwo.ca); ext 80966) **Media Relations Officer:** Crystal Mackay ([crystal.mackay@schulich.uwo.ca](mailto:crystal.mackay@schulich.uwo.ca); ext 80387) Communications Requests: Online form.

**Animal Care Contacts:** <http://www.uwo.ca/animal-research/> ; **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](mailto:esiriusadmin@uwo.ca); ext 82242.

- Animal Care Protocols: [auspc@uwo.ca](mailto:auspc@uwo.ca); x88792; x82242
- Personnel Training: [training@uwo.ca](mailto:training@uwo.ca); x80277; x80278; x86770; Orientation: [wvadmin@uwo.ca](mailto:wvadmin@uwo.ca); x80273
- Animal Facility Access: [wvadmin@uwo.ca](mailto:wvadmin@uwo.ca); x80273
- Animal Procurement: [anreq@uwo.ca](mailto:anreq@uwo.ca); x86768

**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](mailto:chemstor@uwo.ca) ext 82168. Also in Chemistry: Mass Spect, Glass Blowing; Electronics Shop: <http://www.uwo.ca/chem/resources/facilities/chembiostores.htm>

**UWO IT Services:** assigns your UWO.ca email handle plus controls access to ROAMS. ITS Helpdesk at 519-661-3800.

**Machine shops** in building (for Robarts 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](http://www.physics.uwo.ca/research/machine_shop/index.html)

**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](http://www.uwo.ca/finance/procurement/mustang_market/index.html)

**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](mailto:pcard@uwo.ca), Ext. 88563. Required for purchases <\$100. Or personal credit card and reimbursement.

**Poster printing:** [https://www.schulich.uwo.ca/pathol/research/pathology\\_core\\_facilities/poster\\_printing\\_services.html](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](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 Robarts 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 License for Toxins and Pathogens:** <https://bims.uwo.ca> for Risk Group 2 and 3 Toxins and Pathogens.

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**Please Note: Each portal for UWO requires a separate sign-in using your uwo.ca email.**

**Mustang Market** preferred vendor portal: [http://www.uwo.ca/finance/procurement/mustang\\_market/index.html](http://www.uwo.ca/finance/procurement/mustang_market/index.html)

**Human Resources:** includes payroll & benefits information plus provides access to training signup for some health and safety: [http://www.uwo.ca/hr/my\\_hr/](http://www.uwo.ca/hr/my_hr/) . PeopleSoft portal.

**OWL:** training and quiz portal for some Health and Safety and online Animal Care courses: <https://owl.uwo.ca/portal>

**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:** [www.uwo.ca/research/ethics/](http://www.uwo.ca/research/ethics/) uses [ROMEO](#) for HREB applications.