

Medical Microbiology & Immunology

Department Information Booklet



August 2012

Table of Contents

Welcome.....	2
Contact Information.....	3
Staff and Laboratories.....	3
Academic Staff.....	3
Information About MMI	
Access Cards.....	6
Animal Access.....	6
Audiovisual Equipment.....	6
Building Maintenance.....	7
Bulletin Boards.....	7
Computer Assistance and Repair.....	7
Corporate VISA Card.....	7
Edmonton Info.....	7
Email options.....	7
Equipment Repair and Purchase.....	7
Faculty of Medicine & Dentistry.....	8
Faxing.....	8
First Aid, Health Care & Health Emergencies.....	8
Forms.....	8
Freezers.....	8
Housing.....	8
Human Resources Office.....	9
Immunization.....	9
Libraries.....	9
Lunchrooms.....	9
Mail.....	10
Meetings and Meeting Rooms.....	10
Network Assistance.....	11
One Card.....	11
Parking.....	11
Personal Record Change.....	11
Personnel Matters.....	11
Petty Cash.....	11
Photocopying.....	11
Posters and Slides for Presentations.....	11
Purchasing Goods and Services.....	11
Radiation Monitors.....	12
Research Trust Accounts and Awards.....	12
Residency Program.....	12
Safety Seminars for WHMIS.....	12
Security Access.....	12
Sports and Recreation.....	12
Telephone Numbers.....	12
Transit.....	13
Travel & Hosting Reimbursement/Advance.....	13
Vacation/Illness.....	13
Volunteers.....	14
Wash-up & Autoclaving.....	14
Website.....	14
Websites of Interest.....	14
Appendix 1	MMI – A Brief History
Appendix 2	Departmental Safety Designates
Appendix 3	Vacation/Illness – Absence Report/Request for Leave Form
Appendix 4	Volunteer Form
Appendix 5	Accident Form
Appendix 6	Animal Services Card Access Requisition
Appendix 7	MMI Personal Information Form
Appendix 8	Electronic Banking Form
Appendix 9	Personal Tax Credits Return

Department of Medical Microbiology and Immunology (MMI)

Welcome to the *Department of Medical Microbiology and Immunology (MMI)*. The following information is designed to help you with any general inquiries or questions you may have upon your arrival at or during your time with MMI. MMI is located in 6-020 Katz Group Centre. The office staff of will be happy to answer any questions you may have. Listed below is some general information to help you adjust to the department.

MMI General Office 6-020 Katz is the main office for the Department.

Main Office Address

Department of Medical Microbiology and Immunology
6-020 Katz Group Centre
University of Alberta
Edmonton, Alberta T6G 2E1
Phone: (780) 492-2309
Fax: (780) 492-7521

Contact the main office to:

- ◆ Obtain Lab/office keys (\$20 deposit for keys)/fill out a OneCard form if after-hours access to the department is required (please refer to Appendix 10)
- ◆ Address payroll concerns. You will need to fill out a TD1 form and arrange to have income tax deducted monthly (if that's what you want). Staff and students are typically paid on the second-last banking day of the month although hourly wage earners will be paid bi-weekly.
- ◆ In July, the University will move to paying support staff and students semi-monthly.
- ◆ Sign up for MMI courses if necessary
- ◆ Obtain radiation badges (if necessary)
- ◆ Sign up for a locker
- ◆ Inform the office which lab you are working in (for mail purposes)

When you leave MMI:

Contact the office to:

- ◆ Ensure your termination dates are provided for payroll purposes
- ◆ Provide a forwarding address
- ◆ Return any lab/office keys, access cards or radiation badges
- ◆ Turn in your Corporate Visa card, if you have one
- ◆ Clean out your locker
- ◆ Return your Temporary Access Card

Department of Medical Microbiology and Immunology (MMI)

Administrative Staff

Main office – 6-020 Katz Group Centre:

Nancy Cheung (On maternity leave)	Administrative Assistant Residency/Financial Administrator ncheung@ualberta.ca	2-2306
Debbie Doudiet	Administrative Assistant Chair's Assistant Immunet Administrator debbie.doudiet@ualberta.ca	2-2309
Sheryl Dutchin (On maternity leave)	Financial Clerk sldutchi@ualberta.ca	2-9451
Alliston Findlay	Financial Clerk/Administrative Secretary allison@ualberta.ca	2-9451
Karin Fodor	Virology Institute Administrator karin.fodor@ualberta.ca	2-1084
Anne Giles	Administrative Coordinator anne.giles@ualberta.ca	2-2079
Chantel MacDonald (Nancy's maternity leave replacement)	Administrative Assistant Residency/Financial Administrator	2-2306
Tabitha Vasquez	Administrative Assistant tvasquez@ualberta.ca	2-2309
Michelle Zadunayski	Financial Coordinator michelle.zadunayski@ualberta.ca	2-9398

Bonnie Bock (6-010 Katz)	Administrative Assistant – Dr. Tyrrell bonnie.bock@ualberta.ca	2-8415
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6th Floor Li Ka Shing Centre:

Joanne Fisher (6-002B Li Ka Shing)	Secretary (part time) – Dr. John Elliott jf13@ualberta.ca	2-0895
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Academic Staff and Labs – 6th Floor – Katz Centre

Dr. David Evans (Chair)	6-020K Katz 6-126 Katz	2-2308 2-2106
Dr. Kim Ellison	6-020B Katz	2-0933
Dr. Judy Gnarpe	6-020D Katz	2-2302

Department of Medical Microbiology and Immunology (MMI)

Dr. Bart Hazes	6-032A Katz	2-0420
Dr. Tom Hobman	6-142M Katz	2-6485
Dr. Michael Houghton	6-010B Katz	8-1888
Dr. Norm Kneteman lab	6-010 Katz	2-8599
Dr. Atul Humar/Dr. Deepali Kumar	6-030 Katz	2-3885
Dr. Robert Ingham	6-142H Katz	8-1980
Dr. Randy Irvin	6-032B Katz	2-5374
Dr. David Marchant	6-142F Katz	2-3119
Dr. Stephen Ogg	6-142M Katz	2-1613
Dr. Luis Schang	6-142G Katz	2-6606
Dr. Maya Shmulevitz	6-142M Katz	2-0623
Dr. Lorne Tyrrell	6-010 Katz Bldg.	2-8415 2-6018
	Lab: 6-096 Katz Bldg.	2-9819
Non-Academic/Technical Staff:		
Maryla Lupicki	1-31 MSB	2-2314
Imty Zainul	758 HMRC	2-6526

Academic Staff and labs – 6th floor - Heritage Medical Research Centre

Dr. Troy Baldwin	622 HMRC	2-7553
Dr. Michele Barry	621 HMRC	2-0702
Dr. Debby Burshtyn	659 HMRC	2-0646
Dr. Edan Foley	671 HMRC	2-2303
Dr. Kevin Kane	660 HMRC	2-4997
Dr. Hanne Ostergaard	670 HMRC	2-7710
Dr. Stefan Pukatzki	622 HMRC	2-0904
Dr. Jim Smiley	632 HMRC	2-4070

Department of Medical Microbiology and Immunology (MMI)

Other Labs on the 6th floor HMRC

Dr. Chris Power (Medicine)	611 HMRC	407-1938
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MMI Academic Staff – Other locations

Dr. Dan Dragon	3-107 RTF	2-3142
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Dr. John Elliott	6-002B Li Ka Shing	2-0895
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Flow Cytometry Facility Staff

Dorothy Kratochwil-Otto	667 HMRC	2-7780
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RNAi Core

Rob Maranchuk	6-081 Katz	8-1978
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MMI Today—Academic Staff

Primary Appointments:

Name	Research Specialty	Joined Dept.
Lorne Tyrrell	Hepatitis B and Hepatitis C	1975 (former chair/Dean)
Kinga Kowalewska-Grochowska	Medical Parasitology	1985
John Elliott	Type I Diabetes	1989
Randy Irvin	Microbial Adhesins; Anti adhesins	1989
Lynne Sigler	Microfungi and Environmental Mycology	1990 (1969 as staff)
Hanne Ostergaard	T Cell Activation	1991
Kevin Kane	CTL and NK Cells by Class I MHC	1991
Jim Smiley	Herpes Virus	1997 (former Chair)
Deborah Burshtyn	Inhibitory Receptors of NK Cells	1999
Michele Barry	Apoptosis in Poxviruses	1999
Bart Hazes	Crystallography	2000
David Evans	Poxvirus	2003 (Chair)
Edan Foley	Drosophila melanogaster	2004
Troy Baldwin	Thymic Development	2007
Stefan Pukatzki	Interaction between microbial pathogens and their hosts	2007
Robert Ingham	Intracellular Signaling in Immunology and Virology	2009
Michael Houghton	Hepatitis C & B Vaccinology, Immunology & Virology; Pathogen Discovery in Human Inflammatory Diseases	June 2010
Maya Shmulevitz	Reovirus, viral oncolysis, Virology and Cancer Cell Biology	July 2011
David Marchant	Cardio-Pulmonary Virology	May 2012
Julian Tang	Medical virology, particularly influenza and other respiratory viruses, airborne transmission of infectious agent	May 2012

Faculty Service Officers:

Dan Dragon	University Biosafety Officer	2005
Judy Gnarpe	(Faculty Service Officer) Teaching Specialist	2003
Kim Ellison	(Faculty Service Officer) Teaching Specialist	2009
Stephen Ogg	Manager – Cell Imaging Facility	2010

Department of Medical Microbiology and Immunology (MMI)

Clinical Appointees:

Uma Chandrau	Dynacare Kasper
Bonita Lee	Pediatrics
Jana Nigrin	Dynacare Kasper
Robert Rennie*	Microbiology & Public Health
Robert Verity	Dynacare Kasper

Cross-Appointees:

Colin Anderson*	Surgery	Linda Pilarski*	Oncology
Lorne Babiuk	Agriculture	Chris Power *	Medicine
Dean Befus*	Medicine (Asthma Centre)	Jutta Preiksaitis	Infectious Diseases
Miodrag (Mike) Belosevic	Bio Science	Joan Robinson	Pediatrics
Lisa Cameron	Pulmonary Medicine	Barbara Romanowski	Infectious Diseases
Sarah Forgie	Pediatrics	Lynora Saxinger	Infectious Diseases
Rajan George	Paladin Biosciences	Luis Schang*	Biochemistry
Ron Gill	Barbara Davis Centre – Denver, Colorado	Christine Szymanski*	Bio Science
Irwin Griffith		Geoff Taylor	Infectious Diseases
Philip Halloran*	Nephrology	Greg Tyrrell*	Lab Medicine and Pathology
Denise Hemmings*	Obstetrics & Gynecology	Simon Urschel	Pediatrics
Tom Hobman	Cell Biology	Joel Weiner*	Biochemistry
Atul Humar/Deepali Kumar	Infectious Diseases	Lori West *	Pediatrics
Paige Lacy	Pulmonary Medicine		*May supervise MMI Students
Andrew Mason	Gastroenterology		
Lil Miedzinski	Infectious Diseases		

Access Cards

If you require building access outside of regular hours (before 7 am (8 am on 6th floor HMRC) and after 6 pm), you will need two things: 1) building keys and an access card to enter HMRC or 2) an access card to unlock the Katz Centre and hallway doors and a lab door key. Contact Alliston Findlay (6-020 Katz, 2-2309) to get building keys and arrange for card access with Debbie Doudiet. Every staff member in our department needs a special MMI ONEcard to access the various areas occupied by MMI; if necessary, we can provide you with a Temporary Access Card. If you will also require access to the Li Ka Shing Institute /Alberta Diabetes Institute, please let the main office know so arrangements can be made. Please refer also to the "ONEcard" section in this manual. Note: many of the doors in our department have a two-minute "door open" alarm on the floor entry doors is in effect outside of normal working hours. Do not prop open the door or hold it open while talking to someone – the alarm will trigger and Campus Security will respond.

Access to HSLAS (Animal Services) in HMRC: Please call the HSLAS main office at 492-3040 for a tour and information regarding the area that you require access to. After your tour, complete the **Health Sciences Laboratory Animal Services Access Requisition** form (See Appendix 5), being sure to include the lab protocol that your name is on, and have it signed by the Primary Investigator in your lab. Submit the form, along with the ID and Serial Number of your encoded ONEcard (Debbie Doudiet can provide these – Ph: 2-2309) to Lance Holton in 1-132 HRIF East (Heritage Research Innovation Facility). Lance can then add HSLAS access to your encoded ONEcard.

Department of Medical Microbiology and Immunology (MMI)

Alberta Health Care

If you are a student from another province or territory please visit:

<http://www.health.alberta.ca/AHCIP/Q-students.html> If you are not a student but work in Alberta please visit: <http://www.health.alberta.ca/AHCIP/Q-who-is-eligible.html> If you do not have coverage, please refer to the section entitled “First Aid, Health Care and Health Emergencies”, page 9.

Audiovisual Equipment

Data projectors and laser pointers – sign out from 6-020 Katz (Note: data projectors are now permanently installed in 652 HMRC and in 6-003A&B Katz).

Overhead projector located in 614 HMRC.

Video camera and tripod – contact Dr. Judy Gnarpe at 2-2302.

Building Maintenance

For building problems (stuck elevator, burnt-out light bulbs, leaks, etc.) call Facilities Management at 2-4833.

Bulletin Boards

Seminar boards are located in the main MMI office as well as outside of 650 HMRC; notices of seminars and meetings posters are posted regularly. Seminar information is also emailed each Friday to all department members by noon. To be added to this list, contact Alliston in the MMI main office, 2-2309. Other bulletin boards are located in the hallway near the 6-020 Katz MMI office and within 6-142 Katz.

Computer Assistance and Repair

For software and hardware problems, contact MedIT at 2-9731. You may be asked to fill out a computer log which is found at: www.med.ualberta.ca/helpdesk/. Administrative Information Services (AIS) at 2-9400 mans a computer help desk for the University and is also a source for software site licenses. Major computer repairs are serviced by external repair companies or by the U of A's Technical Resource Group at 2-4901 (charges apply). Shipping arrangements for computer repair are generally handled by Imty Zainul, 2-6526, (7-58 HMRC) who works for MMI two days/week.

Corporate VISA Card

Principal investigators may apply for a corporate MasterCard for themselves or for their senior staff, which can be used for purchasing lab supplies. See Michelle Zadunayski, 6-020E Katz, for application forms.

Edmonton Information

Start with the Edmonton website at: <http://www.gov.edmonton.ab.ca/>. Edmonton has two newspapers The Edmonton Journal and The Edmonton Sun. A neighborhood paper, The Edmonton Examiner, is distributed to households weekly. To find used goods, try The Bargain Finder, at newsstands and on the web.

If you are looking for bargains, the Goodwill G-Mart stores, Value Village stores, and the ‘As Is’ section of Ikea (check phone book for locations) are good places to find used dishes, furniture, clothing, lamps, etc. for very little cash. There are also postings in various locations across campus advertising deals on gently used items.

Looking for things to do in Edmonton? Copies of *Vue* newspapers are provided weekly free of charge across campus. These are published every Thursday and contain entertainment information

Department of Medical Microbiology and Immunology (MMI)

such as reviews, advertisements and extensive listings for movies, art galleries, restaurants, bars, plays, festivals, and other events in the Edmonton area. Festivals and activities are also listed in the Friday and Saturday Edmonton Journal.

Email options

Students and staff must use their University of Alberta address for all university communication. Individuals who use their CCID accounts for email can access their mail through:
<http://www.ualberta.ca/> under Apps@Ualberta.

Equipment Repair & Purchase

Contact Anne at 2-2079 to contact Imty for help for doing minor repairs, in getting quotes, contacting suppliers or arranging to have equipment repaired. Imty works in the department on Mondays and Tuesdays only. For specialized help in having things fixed or built, try Sam or J.C. (or Imty on Wednesday-Friday) in the Biomedical Workshop (758 HMRC) at 2-6526 (charges apply—they can be paid by indent).

Faculty of Medicine and Dentistry

The Dean's office is located at 2J2 WMC. Signatures from the Faculty Research Office are required on most grant applications. MMI is a department within the Faculty of Medicine & Dentistry. Please ensure a copy of all grant or scholarship applications are submitted to Anne Giles in 6-020 Katz.

Faxing

The MMI fax machine is located in 650 HMRC –the fax number is (780) 492-7521. Instructions on how to use it are posted by the fax machine. Ask your supervisor for an authorization code for long distance faxes.

First Aid, Health Care and Health Emergencies

All students and staff working in MMI should have Alberta Health Care coverage (if not, forms can be accessed at www.health.alberta.ca/documents/AHCIP-form-AHC0102.pdf and sent to the address indicated on the site. Some out-of province students may continue their coverage from their province of origin.

In an emergency, there are first aid kits and eyewash stations in every lab and showers on each floor. The University hospital emergency department is close by—do not hesitate to go there. **In case of an accident in the lab (chemical spill, medical emergency etc.), call 2-5555 for assistance.** If you have a potentially serious health concern you should tell your supervisor and/or lab mates what to look for and how to deal with anything untoward.

*If you do have an accident in the lab, you must complete an accident report form and hand it in to office staff in 6-020 Katz. Please see Appendix 5 for the Accident Report Form.

Forms

Most forms are available online however, if you require assistance, please ask the staff 6-020 Katz.

Freezers

The ultra-low temperature freezers in individual labs sometimes fail. If you are in the lab after hours when a freezer alarm goes off, call the contact number on the freezer and let someone know before shutting the alarm off. Do not open the freezer unless instructed to do so. Consult with other labs to see if backup space for freezer material is available temporarily.

Department of Medical Microbiology and Immunology (MMI)

Housing

Housing and Food Services may assist you in finding suitable student accommodation. Their telephone number is 2-4281. Married students can also contact Michener Park, 492-7044 for information. The University Housing Registry is at: www.rentingspaces.ca/search.htm?ref=Z

Human Resources Office

The Human Resources Office is a great resource for information regarding payroll, benefits, address changes, problems with dental and supplementary health claims, as well as many of the forms you will need while you are at the University. The Human Resources office is located at 2-60 University Terrace. You can contact the Human Resources Office at 2-4555. The Human Resources website is at: <http://www.hrs.ualberta.ca>

Immunization

If you work in a *hepatitis research* area or any area where blood products are used, you may require a *Hepatitis B immunization*. Confirm with your PI or Head Tech about who will arrange this.

- ◆ Phone the Environmental Health Nurse, at 2-5378 – to make the necessary arrangements.
- ◆ Once the paperwork has been completed, fill out an *indent* form (<http://www.financial.ualberta.ca/formscabinet.cfm>)
- ◆ Send one copy of the indent to the *Environmental Health & Safety Office*, 3-107 Research Transition Facility
- ◆ Take a copy with you to *University Health Centre* (2nd fl. SUB).
- ◆ Keep one copy for our records. You may also want to have a *reference sera* kept on file for future reference.

Libraries

The two on-campus libraries most commonly used by students and staff in MMI are the John W. Scott Health Sciences Library (2K3.28 Walter C. Mackenzie Health Sciences Centre - WMC) and the Cameron Library (see campus map). Most journals are now online. Hardcopy journals may be taken out Friday afternoon only and must be returned by Monday noon, however articles may be photocopied—see ‘ONEcard’ on Page 12. For additional information regarding the various libraries on campus visit the website at: <http://www.library.ualberta.ca>.

There are additional libraries on campus that may interest some individuals.

- ◆ Education Library
- ◆ Rutherford Library
- ◆ Winspear Business Library
- ◆ Law Library
- ◆ Music Library

Li Ka Shing Institute of Virology – For information contact Administrator Karin Fodor in 6-020T Katz (780-492-1084)

Lunchrooms

Lunchrooms on the 6th floor HMRC are in 6-14 (across from the Central Elevators) and in the area by the South window adjacent to the building’s East Elevators. There is also a lunchroom in the Katz building adjacent to the Katz meeting rooms, 6-002 Katz. 6142C Katz may serve as a lunch room as well. Lunch can be purchased nearby the University Hospital cafeteria, or across the street in the Education building on the first floor, Edmonton Clinic Health Academy or Tim Hortons in the Katz building. Wendy’s/Tim Horton’s, Earls, Subway, Good Earth, Booster Juice, and Pearl Jade are located to the East on 112th Street. Hudson’s Pub is located to the East on 87 Avenue.

Department of Medical Microbiology and Immunology (MMI)

Funky Pickle Pizza, Taco Del Mar, Pita Pit, Burrito Libre, Rodeo Burgers, Steeps Tea House & the Mandarin Restaurant are located Southeast on 82 Avenue.

Mail

Most packages should be delivered to the main office, 6-020 Katz and the office will notify the lab if it is urgent or requires refrigeration. Otherwise, the PI's name will be marked on the box and/or a notice placed in the appropriate mailbox.

Campus Mail, Postal Mail, Courier Packages, etc. approximate delivery and pick up times:

6-020 Katz Group Centre at approximately 2:30 pm to 3:00 pm.

- In the case of large or heavy parcels, you may contact *Distribution Operations* at 2-4122 to inform them that you have a package to be picked up. Charges apply.
- Please contact the Main Office for assistance with couriers. Same day, in-town courier shipments can be sent through the MMI offices using Dynamex. Out of town couriers (Fedex, Purolator, Priority Post, Express Post) can be dispatched through U of A Distribution using a U of A Shipping Form (available online). Distribution will guarantee courier shipments are dispatched the same day if the dispatch office (2-4122) is contacted for pickup before 12:00 p.m*. Dry ice shipments must be called in before 12:00 pm Monday to Wednesday. As a last resort, *FedEx* can also be contacted directly for pickup at 1-800-463-3339. If contacted prior to 3 p.m., they will be able to send your package out that same night. Charges will apply.
- *Consult Shipping at 2-4121 for advice about sending TDG packages (dangerous goods), dry ice and international shipments. These shipments may need special handling and documentation.

Meetings and Meeting Rooms

The department can book meetings in 652 HMRC or 6-14 HMRC, 6-020A Katz and 6-003A&B Katz building call 2-2309, 2-9451 or 2-2306. Other rooms outside the department are also available – just ask for information.

Academic MMI Staff Meetings are usually held monthly on the last Friday of the month at 3 pm, in Room 6-52 HMRC. Meeting dates will be advertised.

MMI has the following standing committees composed of academic staff and at least one student representative:

Academic Development
Graduate Training
Safety
Education

Search and Selection (ad hoc)
Student Recruitment
Research Infrastructure

The *Immunology Network*, a network of individuals (staff and students) across campus who are involved in immunology research, hold seminars once or twice a month and host other activities such as the ImmuNet Retreat throughout the year. If you would like to be on the ImmuNet mailing list, please advise the ImmuNet Administrator, Debbie Doudiet 6-020 Katz, 2-2309, or email ddoudiet@ualberta.ca.

Seminar 601 Series, a required course for all MMI graduate students, is held every Friday at noon in Oborowsky Degner Hall (1-040 Li Ka Shing Centre) September to June. Seminars are given by students, post-docs, visitors and professors. Pizza and juice are provided at each seminar.

Department of Medical Microbiology and Immunology (MMI)

Network Assistance

The Faculty of Medicine and Dentistry provides network and computer support for our department. You are required to fill out an online help slip, which is located at <http://www.med.ualberta.ca/helpdesk/>. If you are using this system for the first time you will need to create a tracking account. Once this is complete you can log in your request for help. To contact the Computer systems analysts directly, call 2-9731. Charges apply to researchers so please visit <http://medit.med.ualberta.ca/Pages/default.aspx> and call 2-9731 for more information on this.

ONECard

MMI staff and students need special ONEcards and must get a ONEcard form (appendix 10) to fill out from the main office (talk to Debbie Doudiet to arrange this). You then obtain a ONEcard (Student/Staff ID) from the ONEcard Office, located in the basement (B-12) of the Cameron Library. Bring your new card back to Debbie Doudiet, located in the main office, so that she can give you appropriate door access. You may purchase credit at any library on campus on your ONEcard, which will allow you to make photocopies. For more information visit the website at: <http://www.onecard.ualberta.ca>

Parking

If you intend to park on campus, you may purchase a parking permit at the Parking Services office located at C103 Lister Centre. You may also view the parking lots and their availability on the University of Alberta website: <http://www.ualberta.ca/PARKING/> or call 2-7275.

Personal Record Change

If you change your name, address or telephone number, please inform the department in the main office. You must go onto Bear Tracks (<https://www.beartracks.ualberta.ca/>) to change your personal information on the University records.

Personnel Matters

For personnel matters please contact Anne Giles in 6-020J Katz Group Centre (2-2079).

Petty Cash

Petty cash is to be reimbursed through your lab.

Photocopying

There are photocopiers set up in the 6020 Katz main office as well as in 6-142 Katz and outside of 6-50 HMRC for departmental use. The copiers require a code, which is available from your PI. Ask the staff for directions on the use of the photocopiers. Please note that there is a charge for personal photocopying – 10¢ a copy. Please see office staff for more information.

Posters for Presentations

Large posters can be printed on the campus plotter printer. For more information on this see the plotter website: <http://helpdesk.ualberta.ca/printing/>

Another useful location is Vivid Print: <http://www.vividprint.ca/HOME.html>

Purchasing Goods and Services

Each lab has its own rules on ordering supplies. Consult your supervisor or head tech for details on

Department of Medical Microbiology and Immunology (MMI)

ordering. You can access the U of A Bookstore's Price List for computer products/software at <http://www.bookstore.ualberta.ca>

For purchasing assistance or to obtain a purchase order for an item, call a supply consultant in Supply Management Services (2-4668).

Radiation Monitors

Everyone who works with radioactive material in the lab needs to wear a radiation badge (and/or ring) while working. When you first arrive, you can get a temporary badge immediately from Alliston Findlay. These badges are replaced quarterly.

If you go on holiday or an extended leave of absence, it is important that you return your radiation badge to Alliston.

Research Trust Accounts and Awards

Upon receipt of e-notification of an award or grant, Financial Services assigns a Project/Grant number. No expenditures can be made prior to the assignment of this number.

For day-to-day administration of research grants, contact Michelle Zadunayski (2-9398). For individual personnel awards such as student scholarships as well as salary awards from agencies such as AHFMR and CIHR, contact Anne Giles (2-2079).

Residency Program

There is a Medical Microbiology residency program which is administered by this department. The program director is Dr. Natalia Solomon and the administrative contact is Nancy Cheung (2-2306).

Safety Seminars for WHMIS

Researchers, volunteers and students are required by law to attend *Safety Seminars* for *WHMIS*, *BioSafety*, and *Chemical Safety*. Please contact Kim Ellison (2-0933) to make arrangements to attend a group session or to meet with her to cover the safety material. There are safety designates to be contacted in case of emergencies – consult your lab supervisor for this information.

Security Access

See "Access Cards" on page 7.

Sports and Recreation

Campus recreation facilities and most programs are available to ONEcard holders. For more information call Campus Rec. at 2-2555 or look on the website at <http://www.campusrec.ualberta.ca>. Campus Rec. also has Activity guides available before the new courses begin. Look for these in early Spring and late Summer.

Telephone Numbers

- ◆ All UA campus phone numbers begin with the prefix 492- or 248-. To dial another UA number from a phone on campus, simply dial 2 or 8 and then the last 4 digits of the phone number. The UA switchboard # is 2-3111.
- ◆ All University Hospital phone numbers begin with the prefix 407-. The UAH switchboard # is 407-8822.

Department of Medical Microbiology and Immunology (MMI)

- ◆ To make local calls outside the University, dial 9 before entering the ten digit number (including area code, which is 780 for most Edmonton phone numbers).
- ◆ Long distance calls require an authorization code – ask your supervisor for a code. To call long distance in North America, dial 626 – Authorization code – 9 – 1 – area code - phone number. To call overseas, dial 626 – enter the authorization code- then dial 9 - 011- country code – city code – phone number. 1-800 calls do not require an authorization code (dial 9 – 1-800 – area code – number). For the new VOIP phones to call long distance dial 9 – 1 – area code – 7 digit number – you hear a tone – enter authorization code and # button.

The Campus Telecommunications Directory is now available online at <http://www.ualberta.ca/directory>. Go online to find a person for numbers and email addresses for a complete alphabetical listing of Faculty and University-paid Support Staff. The Main office also maintains a departmental phone list, which is updated periodically. There should be a copy in each lab.

Transit

The Students Union Building (SUB) Information Desk supplies bus route maps and sells bus passes. Schedules are also accessible via the Internet at: <http://www.edmonton.ca/transportation/ets/route-schedules-and-maps.aspx>

U-Pass – The Universal Transit Pass (U-Pass) provides eligible students with unlimited access to regular Edmonton, St. Albert and Strathcona County Transit services for Fall (September – December) and Winter (January – April) academic terms. Please see <http://www.uofaweb.ualberta.ca/u-pass/> for more information.

LRT Staff Program –All University of Alberta employees with a valid staff card may use that card to travel any time seven days a week for no charge on the LRT between South campus station and Churchill Square station. The program is to be used to facilitate travel required in conducting University business. Please see <http://www.uofaweb.ualberta.ca/uofanotices/lrtstaff.cfm> for more information.

Travel and Hosting Reimbursement/Advance

If you have attended University related events and activities, you may be eligible for reimbursement. Please contact Michelle at 2-9398 or Nancy at 2-2306 before incurring the expense to confirm eligibility. All travel and expense claims must be brought to the office to be processed.

Vacation/Illness

If University Support staff anticipate that they will be away on leave or on holiday, they must fill out a 'Request for Leave' form, have it signed by their supervisor and give it to Anne Giles in 6-020 Katz. On your return from your vacation/leave of absence or (unscheduled) illness, fill out an 'Absence Report' and return it Anne (see attached forms). Students receive two weeks' holiday per year as well as (usually) the period of time between Christmas and New Years when the University is closed. Students must discuss with their supervisors when they plan to be away. Additional time off is a matter to be negotiated between student and supervisor. Statutory holidays for the University are as follows:

- ◆ Labour Day – September 3, 2012
- ◆ Thanksgiving Day – October 8, 2012
- ◆ Remembrance Day – November 11, 2012
- ◆ Christmas Day – December 25, 2012
- ◆ Good Friday – March 29, 2013
- ◆ Easter Monday – April 1, 2013
- ◆ Victoria Day – May 20, 2013
- ◆ Canada Day – July 1, 2013

Department of Medical Microbiology and Immunology (MMI)

- ◆ Christmas Holiday break – December 25 – 31, 2012
- ◆ New Year's Day – January 1, 2013
- ◆ Family Day – February 18, 2013
- ◆ Heritage Day – August 5, 2013

Volunteers

Volunteers must be suitably trained in safety and safeguarded by a hepatitis B vaccination if appropriate. All volunteers at the U of A must fill out a volunteer form (see attached) and ensure the original remains on file in the main office. Information on volunteering and forms are available on the web, see attached forms.

Washup & Autoclaving

Basement Katz Contact San Vinh or Jadwiga Zurek (780-248-1330)
Sixth floor HMRC Contact Anna Zabielski, Room 2-19 HMRC (780-492-7689)

Websites

To make changes on the MMI departmental website, contact the main office staff: Tabitha Vasquez, Debbie Doudiet or Anne Giles (2-2309).

To make changes on the Immunet website, contact Debbie in 6-020 Katz (2-2309)
debbie.doudiet@ualberta.ca

To make changes on the Li Ka Shing Institute website, contact Karin Fodor (2-1084)
karin.fodor@ualberta.ca

Websites of Interest

University of Alberta	http://www.ualberta.ca/
Medical Microbiology & Immunology	http://www.mmi.med.ualberta.ca/index.php
Alberta Institute of Viral Immunology	http://likashingvirology.med.ualberta.ca/
Faculty of Medicine	http://www.med.ualberta.ca/
U of A Library Services	http://www.library.ualberta.ca/
U of A electronic journals	http://www.library.ualberta.ca/ejournals/
Canadian Institutes of Health Research	http://www.cihr.ca/
Alberta Innovates Health Solutions	http://www.aihealthsolutions.ca/

Department of Medical Microbiology and Immunology (MMI)

- 1907 The Provincial Laboratory of Public Health (Prov. Lab) was established as a branch of the Alberta Dept. of Agriculture, one year before the founding of the University of Alberta (UA). The Prov. Lab undertook bacteriological, chemical, biochemical and pathological investigations.
- 1914 The Prov. Lab moved to the U of A and began providing the facilities and staff for the teaching of bacteriology and pathology.
- 1920 - 1932 The Dept. of Bacteriology was responsible for microbiology teaching for medical, nursing and agriculture students.
- 1932 Teaching to students of agriculture was dropped. Courses in soil microbiology and dairy bacteriology were developed by the Faculty of Agriculture.
- 1950 - 1967 The Dept of Bacteriology and the Prov. Lab were given distinct and separate staff and budgets. During this period, the Dept. of Bacteriology was reorganized into two divisions -- the *Div. of Microbiology*, which addressed applied aspects of microbiology and the *Div. of Bacteriology*, which addressed bacteriology as a science.
- By 1963 The Div. of Microbiology had become the *Dept. of Microbiology* under the umbrella of the Faculty of Science. The Div. of Bacteriology had become the *Dept. of Medical Bacteriology* under the umbrella of the Faculty of Medicine but was still very closely linked to the Prov. Lab. The UA Hospitals (UAH) Diagnostic Microbiology Service was regarded as the primary responsibility of the Dept. of Bacteriology.
- 1966 - The Dept. of Bacteriology gained greater autonomy from the Prov. Lab. Senior staff members of the Prov. Lab continued to have cross-appointments with the Dept. of Med. Bacteriology.
- 1969 The UAH Microbiology service was formally separated from the UAH Clinical Labs to form the new *UAH Dept. of Microbiology*
- 1972 The UA Dept. of Medical Bacteriology moved to the first floor of the new Medical Sciences Building so there would be access to the Prov. Lab building. By then, the Dept. was teaching medical microbiology courses for medical, nursing, dentistry, dental hygiene, medical laboratory science and science students. Teaching and the clinical service were the major activities of the Dept., but research was actively encouraged and developed. Research funding came primarily from MRC and (for cross-appointees) NSERC.
- 1973 The Dept. of Immunology was founded as a product of the establishment of the MRC Group in Transplantation Immunology in 1969 in the Dept. of Pathology. This Dept. had a strong commitment to research excellence and was run more like a research institute than an academic dept., given the strong emphasis on research without undergraduate teaching responsibilities.
- 1974 The Dept. of Immunology moved to the 8th floor of MSB.
- 1982 The UA Dept. of Medical Bacteriology was renamed the *Dept. of Medical Microbiology* to better represent the interests in parasitology, micology and virology as well as bacteriology.
- 1983 The UAH Dept. of Microbiology moved from the Prov. Lab premises to the new Walter Mackenzie Centre. The UA Mold Herbarium, which had been part of the Dept., moved to the Devonian Botanic Garden and became the U of A Microfungus Collection.
- By 1985 The UAH Microbiology Dept. became a *Div. of UAH Dept. of Laboratory Medicine*. This ended the direct involvement of the University Dept. in the administration and organization of the UAH clinical microbiology service.
- 1985 The Dept. underwent a review by the U of A Presidential Advisory Committee on Campus Reviews (PACCR). Among the recommendations from this review were: (1) strengthening of ties between the Univ. Dept., the Div. of Infectious Diseases, UAH Clinical Microbiology and the Prov. Lab and (2) strengthening the Dept.'s research and graduate programs.
- 1987 The UA Dept. of Medical Microbiology was renamed *The Dept. of Medical Microbiology and Infectious Diseases*. Funding through research contract with industry started with the establishment of a contractual arrangement with GLAXO for hepatitis research.
- By 1990 1991 The Dept. was organized informally as three synergistic units: (1) *Basic Science* - core departmental staff sited on the 1st floor Medical Sciences Building, (2) *Clinical Microbiology* - cross-appointed staff from UAH Clinical Microbiology and Prov. Lab, and (3) *Infectious Diseases* - cross-appointed staff from the Div. of Infectious Diseases and the Dept. of Pediatrics.
- 1990 The University Hospital Board recognized the Dept. of Medical Microbiology and Infectious Diseases as a clinical department while it remained as a basic science department in the eyes of the greater university. The Medical Microbiology Residency Training Program was revitalized, and a highly successful dual certification program in both Medical Microbiology and Infectious Diseases was established with the Div. of Infectious Diseases. The MMID PhD Program was approved by FGSR. Prior to this, MMID participated in the PHD in Medical Sciences Program.
- By 1993 The GLAXO Heritage Research Inst., which includes a P3 Biocontainment Facility in the HMRC 6th Floor, became a reality, providing the Dept. with much-needed research space for its growing research staff.
- 1993 The operations of the Prov. Lab and the UAH Microbiology Service were combined and became quite distinct from the Department of Medical Microbiology and Infectious Diseases.
- 1995 *The Dept. of Medical Microbiology and Immunology* was formed with the merger of The Dept. of Medical Microbiology and Infectious Diseases and the Dept. of Immunology.

Department of Medical Microbiology and Immunology (MMI)

- 2008** The AIVI was created in 2008 through joint funding from the Alberta Government (Advanced Education and Technology) and the Canadian Foundation for Innovation (CFI).
- 2009** Federal and provincial ministers visited the University of Alberta to make a formal presentation of funding under the Knowledge Infrastructure program. Representing MMI, AIVI and the Centre of Excellence in Viral Hepatitis at these ceremonies were Drs. D. Evans and L. Tyrrell. These monies will permit the completion of nearly all of the remaining laboratories and offices in the HRIF (Katz-Rexall) building.
- 2010** The University of Alberta will take a big step forward in its efforts to treat and cure virus-based diseases thanks to a \$28-million gift from the Li Ka Shing (Canada) Foundation and \$52.5 million in new related funding from the Government of Alberta. The Li Ka Shing Institute of Virology will be housed on the 6th floor of the new KGR building, in close proximity to our colleagues from the Department of Medical Microbiology and Immunology.
- 2011** August 2011 – The balance of the department moves from the first floor MSB into the Katz Centre. All MMI research laboratories are finally in contiguous space on the 6th floor, stretching from the Li ka Shing building through HMRC to Katz. The Administrative offices are located on the bridge connecting HMRC and the Katz Centre. The final departmental moves (of Wash-up, the Animal and the Cell Imaging Facilities) into the basement of the Katz are scheduled for December 2011

Department of Medical Microbiology and Immunology (MMI)
Directors and Chairpersons

- 1907** The Director of the Prov. Lab was also the Prov. Bacteriologist and Pathologist
- 1919 - 1945** ***A.C. Rankin*** became Dean of Medicine. He was also Dir. of the Prov. Lab and Chair of the U of A Dept. of Bacteriology until 1945. The Rankin award is presented annually to the medical student who achieves the highest standing in the microbiology course (DMED 502 since 1998).
- 1945 -1950** ***R. M. Shaw*** succeeded A. C. Rankin as Prov. Bacteriologist and Dir. of the Prov. Lab
- 1950 -1967** ***R. D. Stuart*** accepted the Directorship of the Prov. Lab on the principle that the University Dept. and the Prov. Lab become distinct in both staff and budget and that the University Dept. work towards promoting bacteriology as a science. Stuart reorganized the Univ. Dept. into two divisions: the *Div. of Microbiology* and the *Div. of Bacteriology*.
- 1966** ***F. L. Jackson*** was appointed Chair of the Dept. of Medical Bacteriology
- 1967 - 1988** ***J. M. S. Dixon*** succeeded R. D. Stuart as Director of the Prov. Lab Upon Dr. Dixon's retirement in 1986, ***D.L.J. Tyrrell*** became Acting Director of the Prov. Lab and ***R. Marusyk*** was appointed Associate Director of the Provincial Lab
- 1969 -1986** ***F. L. Jackson*** appointed Chair of the UAH Dept. of Microbiology. He also remained Chair of the Dept of Med. Bacteriology
- 1973 - 1988** ***E. Diener*** appointed Chair of the Dept. of Immunology.
- 1986 - 1994** ***L. Tyrrell*** appointed Chair of the Dept of Medical Microbiology and Infectious Diseases.
- 1988 - 1990** ***B. Singh*** was Acting Chair of the Dept. of Immunology.
- 1990 - 1995** ***T. Mosmann*** appointed chair of the Dept. of Immunology.
- 1990 - 1994** ***W.L. Albritton*** appointed Director of the Prov. Lab, Microbiologist-in-Chief of the UAH and Professor of MMID.
- 1994** ***J. Talbot*** appointed Acting Director of the Prov. Lab.
- 1994 -1997** Following Lorne Tyrrell's departure from the Chair of the Dept., ***D.E. Taylor***, ***R.G. Marusyk*** and ***J.A. Robertson*** filled the interim as Acting Chair.
- 1996** Immunology Network established.
- 1997** ***J.R. Smiley*** appointed Chair of the Dept. of Medical Microbiology and Immunology.
- 2002** ***J.A. Robertson*** served as Acting Chair after J.R. Smiley stepped down.
- 2003** ***D.H. Evans*** appointed Chair of the Dept. of Medical Microbiology and Immunology

**DESIGNATES FOR MMI and Li Ka
Shing Virology Institute**

(July 1st, 2012)

	<u>Phone Number</u>	<u>Room Number</u>
<u>WHMIS/CHEMICAL SPILLS</u>		
Eileen Reklow	26595	6-120 Katz
Adil Mohamed	81960	6-142 Katz
Deborah Burshtyn	20646	659 HMRC
<u>BIOSAFETY</u>		
Michael Logan	21216	6-096 Katz
Kim Ellison	20933	6-020B Katz
Bing Zhang	26958	625 HMRC
<u>Level III Facility</u>		
Ferdinand Maingat/William Branton	22148	611 HMRC
<u>FIRE WARDENS</u>		
Bart Hazes	20042	6-032A Katz
Wendy Magee	25121	6-142P Katz
Nicole Favis	22106	6-126 Katz
Karl Fischer	29819	6-096 Katz
Tabitha Vasquez	22309	6-020 Katz
Bing Zhang	26958	625 HMRC
Dorothy Kratochwil-Otto	27780	667 HMRC
San Vinh	81330	Basement Katz
Maryla Lupicki	22314	7-080 Li Ka Shing

HMRC = Heritage Medical Research Centre
Katz = Katz Group Centre

EMERGENCY	911
Control Centre	25555
Campus Security	25050
Campus Safewalk	25563



UNIVERSITY OF ALBERTA



ABSENCE REPORT

Medical Microbiology & Immunology

Date: _____

TO: **Anne Giles**

From: _____

I have been absent for a total of _____ **DAYS / HOURS*** for the following reason:

vacation, illness, compensating time off, leave without pay, other (explain)

from	_____	to	_____
	first working day of absence		last working day of absence

(if absent due to illness for more than three successive working days, please attach a doctor's certificate).

Signature of employee

Signature of supervisor

***If you are absent for less than one day or if you work part-time, please report absence in hours. One full-time work day equals 7 hours.**

N.B. To be submitted on the first day of return from each absence of one day or more.



UNIVERSITY OF ALBERTA

Dept of Medical
Microbiology & Immunology

REQUEST FOR LEAVE FORM



TO: Anne Giles

Re: Request for Leave

I hereby request _____ working days leave, for the purpose of

For the following period(s) _____

Date _____

Signature of Employee _____

Supervisor's Comments:

Date _____

Signature of Supervisor _____

Department action: _____

Department of Medical Microbiology and Immunology (MMI)
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- 2003** **D.H. Evans** appointed Chair of the Dept. of Medical Microbiology and Immunology

**WARNING- BY SIGNING THIS FORM,
YOU GIVE UP IMPORTANT LEGAL RIGHTS! PLEASE READ CAREFULLY!**

(Print Only)				
Name of Volunteer	Last Name:	First Name:		
Street Address:				
	City:	Province:	Country:	Postal Code:
Phone Number:	()	Email Address:		
Birth Date:	mm/dd/year:		Identification Number: (Student or Employee ID) (If Applicable)	
Emergency Contact:	Last Name:		First Name:	
Relationship:		Phone Number:	()	EXT:

DUTIES: (identify briefly duties to be performed): _____

DEPARTMENT / FACULTY : _____

SUPERVISOR: _____ Telephone No. _____

DATES: From: _____ To: _____

LOCATION (where duties will be performed): _____

(Department/Faculty: Please contact the Office of Environmental Health and Safety (492-1810) for safety training and/or immunization if applicable. Note that immunization protection from certain diseases may require a 3 month lead time.

Thank you for volunteering with the University of Alberta. The University recognizes that your volunteer contribution enhances the University's programs and activities, and wants to ensure that your volunteer experience is a safe and rewarding one. Many of our extra programs would not take place or run as efficiently as they do without the assistance of our volunteers.

ACCEPTANCE OF RESPONSIBILITIES

In consideration of my volunteer work, I understand that I am not entering into an employment relationship with the University of Alberta and that I am not entitled to receive a salary or any employee benefits. I understand that my duties and responsibilities have been explained in detail. I understand that either the University or myself may terminate this volunteer relationship at any time without notice. I also understand that I have an obligation to respect the confidentiality of any sensitive information or dealings, which may relate to my volunteering at the University and I agree that I will not disclose any information without the prior written authorization from the University of Alberta. I understand that my obligation of confidentiality continues into perpetuity.

1. I will follow all rules, guidelines and abide by any and all risk assessments, health and safety regulations and instructions received prior to or during the above noted volunteer activities;
2. I acknowledge that I am subject to the University of Alberta's Policies and Procedures and that I represent the University of Alberta. I, therefore, agree to conduct myself accordingly at all times while performing my volunteer activities.
3. If as part of my duties / responsibilities I am required to drive University vehicles while performing my volunteer activities, I will meet all the necessary University of Alberta driver requirements and follow all policy and procedures related to those requirements.

Initials: _____

ASSUMPTION OF RISK

I acknowledge that I am aware there are risks associated with or related to the duties described above that I will be required to perform. These risks include, but are not limited to:

1. the risks associated with travel to and from locations where my duties will be performed including transport by public or private motor vehicle, bus, train or other alternate transportation system.

2. any manner of injury or death resulting from use or misuse of equipment/tools required to perform my duties.
3. any manner of physical or mental injury (including death) that could result from being on University of Alberta property while carrying out my volunteer duties.

I freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, death, permanent disability, property damage or loss resulting thereof.

Initials: _____

MEDICAL/HEALTH INSURANCE, OTHER PERSONAL INSURANCE and UNIVERSITY OF ALBERTA INSURANCES

I AM SOLELY RESPONSIBLE to select and purchase adequate medical/health insurance. No medical/health insurance will be provided by the University of Alberta. In the event of a medical/health problem, the University of Alberta accepts no responsibility for any costs associated with a medical/health problem nor will they pay for any medical/health expenses which may be incurred by the Volunteer.

The University **does not** insure personal vehicles or property for either employees or volunteers. Volunteers who bring personal property with them or who will be driving their own personal vehicles on University business are urged to contact their insurance broker to ensure that they have adequate personal automobile and property insurance.

As a **“registered volunteer”** while properly carrying out your volunteer responsibilities you are insured under the University’s general liability insurance policy against legal liability claims from third parties for property damages, bodily injury and personal injury as long as you have not willfully, maliciously or intentionally caused the injuries.

If you are volunteering for varsity athletics, campus recreation, sports clubs or summer sport camp activities, you are also covered under the University’s sports accident insurance policy if you are injured while participating in a sports related activity (i.e. refereeing a game). You must physically be involved in the activity.

I freely accept and assume all responsibility to provide myself with medical/health insurance, personal insurance and travel insurance coverage (if necessary).

Initials: _____

WAIVER AND RELEASE OF LIABILITY

I hereby release the University from liability for any loss, damage or injury (including death), which I may sustain as a result of my volunteering duties as noted above, including any loss, damage or injury unless caused by the negligence of the University.

I agree to be solely responsible for any such loss, damage or injury.

Initials: _____

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the purpose of implementing this waiver. Direct any questions about this collection to: [insert contact information (position title, office mailing address and telephone number) of someone in the position to answer questions about the collection of information on this form].

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTOOD THIS AGREEMENT, in entering into this Agreement, I am not relying upon any oral or written representations or statements made by the University of Alberta other than what is set forth in this Agreement. I am aware that by signing this agreement, I am **WAIVING CERTAIN LEGAL RIGHTS**, which I or my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death or incapacity may have against the University.

Signed this _____ day of _____, 20_____, at Edmonton, Alberta.

Signature of Volunteer

Signature of Witness

Printed Name of Volunteer

Printed Name of Witness

Note: Document must be copied to a single page back to back when used.
Signed documents must be filed with the Department/Faculty and be kept for a minimum of five years



Faculty / Department Incident & Investigation Report

PART A – to be completed by individual(s) directly involved or injured in the incident.

<input type="checkbox"/> Injury – complete relevant Forms	<input type="checkbox"/> Spill / Contamination / Environmental Release	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Near Miss (an incident with no actual harm done, but with the potential for causing one of the above)		

IDENTIFY – Person(s) involved

		Date and		Time of Incident		<input type="checkbox"/> AM
First Name	Last Name	Year	Month	Day	HH:min	<input type="checkbox"/> PM

Department / Faculty:	Address:	Phone #:
Occupation:		

Description of Incident (Add additional pages if necessary)

State exactly the sequence of events leading to the incident, where it occurred, what the person was doing, the size, weight and type of equipment or materials involved, etc.

WITNESSES (if any)

NAME	DEPARTMENT	Phone #

PROPERTY DAMAGE

Identify property involved. Give machine name, tool name, etc.	Description of damage or loss	Estimated value of Loss

Completed by: _____
Print Name

Date: _____

PRINT, SIGN and Forward to Supervisor IMMEDIATELY

Signature



PART B – to be completed by Supervisor within 24 hours.

Why did it happen? (conditions and/or actions contributing to injury/incident)

[Large empty rectangular box for text entry]

Please attach additional sheet(s) as necessary

Corrective Actions to Prevent Re-occurrence	Action by whom	Date to be completed

Investigated by: _____
Print Supervisor's Name

Title: _____

Signature

Phone #: _____

Date: _____

For EH&S Use Only

- Chemical Radioactive Physical Biohazard Fire/Explosion Vehicle IAQ

Further follow-up required? Yes No
If yes, indicate action required below and attach details if required.

Reviewed by
EH&S Officer _____

Name

Signature

Date



S# _____

CARD ACCESS REQUISITION

The access card(s) are the property of the University of Alberta. It is the responsibility of the Department/Trustholder to notify HSLAS when access is no longer required.

LOST CARDS MUST BE REPORTED TO HSLAS IMMEDIATELY to be deactivated and charges will be levied for replacement.

After completion of this form, approval must be granted by the HSLAS Unit Supervisor. The Facility Security Supervisor will call when the card is ready.

BEFORE THE CARD CAN BE RELEASED, THE APPLICANT MUST:

- ✓ Be on the investigator's protocol
- ✓ Have completed the Part II species training
- ✓ Complete a tour by the HSLAS area supervisor of the facility.

TO BE COMPLETED BY REQUISITIONER – PLEASE PRINT
Form must be completed in full or it will be returned to applicant.

** Do you have facility card access to another building on campus? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please contact HSLAS for building access. DO NOT GO TO THE GENERAL SERVICES BUILDING	
Is this access request for a lost or replacement card? _____	

Date: _____ E-Mail Address: _____

Area of Access Required (Room Number/s): _____

Principal Investigator: _____ Department: _____

Protocol No.: _____ Account No.: _____

Card Issued to: _____ Signature: _____

Campus Address: _____ Campus Phone No.: _____

I certify that the above named person needs access to the animal facilities and is registered on my animal use protocol.

Principal Investigator's Signature: _____

Confirmation on Protocol: _____

Area of Access: _____ Date of Tour: _____

ID #: _____ Serial #: _____

Card Status: _____ Date Entered: _____

Operations Supervisor Signature: _____



Medical Microbiology and Immunology Personal Information Form

Academic Staff

Support Staff

Student

Lab	Position
-----	----------

U of A ID No.	Social Insurance No.
---------------	----------------------

Dr.

Mr.

Mrs.

Ms.

Full Legal Name: Surname	First Name	Initials	Preferred Name
-----------------------------	------------	----------	----------------

Previous Name (if applicable)

Home Address – Street Address:			
City:	Prov/State:	Country:	Postal Code:

Mailing Address – Street/Box #:			
City:	Prov/State:	Country:	Postal Code:

Phone: Residence:	Business:	Gender:	Date of Birth: YYYY/MM/DD
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E-mail address:

Immigration Status:

Cnd Citizen

Permanent Resident

Employment/Student Authorization

}Country of Citizenship if not Canadian Citizen:

Emergency contact: Name:	Phone No.:
-----------------------------	------------

Employment Start Date:

Electronic Banking/ Direct Deposit Form

Step 1: Please complete the personal information section and sign the form.

Step 2: Attach a void cheque or Bank's Direct Deposit Notification

OR

Have your financial institution complete the shaded area below.

It is important for you to notify Staff and Student Payments as soon as possible if you change your financial institution or close your account. If your appointment has been inactive for a period of 6 months, Staff and Student Payments require an Electronic Banking/Direct Deposit form be resubmitted.

- An Electronic Banking request can only be accommodated for recognized Canadian financial institutions.
- Deposits can be made to one account only.

Person ID _____ Social Insurance Number _____
Surname _____ Given Name _____ Initials _____
Department _____ Office Telephone _____
Signature _____ Date: _____

The personal information on this form is collected for the purpose of electronically transferring funds to your personal financial institution account. The personal information collected will be used and disclosed in compliance with Section 33c of the Alberta Freedom of Information and Protection of Privacy Act. For further information please contact Human Resource Services, 2-40 Assiniboia Hall, University of Alberta, 492-4555.

To be completed and stamped by Financial Institution if no void cheque.

Name and address of bank where account is held.

Bank Stamp

Institution # Branch/Transit # Account #

Return to Staff and Student Payments, 2-40 Assiniboia Hall



Your employer or payer will use this form to determine the amount of your tax deductions.
 Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2012, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.</p>	10,822
<p>2. Child amount – Either parent (but not both), may claim \$2,191 for each child born in 1995 or later, that resides with both parents throughout the year. If the child is Infirm, add \$2,000 to the claim for that child. Any unused portion can be transferred to that parent's spouse or common-law partner. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the child amount for that same child.</p>	
<p>3. Age amount – If you will be 65 or older on December 31, 2012, and your net income for the year from all sources will be \$33,884 or less, enter \$6,720. If your net income for the year will be between \$33,884 and \$78,684 and you want to calculate a partial claim, get the TD1-WS, <i>Worksheet for the 2012 Personal Tax Credits Return</i>, and complete the appropriate section.</p>	
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p>5. Tuition, education, and textbook amounts (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled, plus \$65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time, plus \$20 per month for textbooks.</p>	
<p>6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$7,546.</p>	
<p>7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be less than \$10,822 (\$12,822 if he or she is Infirm) enter the difference between this amount and his or her estimated net income for the year. If your spouse's or common-law partner's net income for the year will be \$10,822 or more (\$12,822 or more if he or she is Infirm), you cannot claim this amount.</p>	
<p>8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$10,822 (\$12,822 if he or she is Infirm and you did not claim the child amount for this dependant), enter the difference between this amount and his or her estimated net income. If your eligible dependant's net income for the year will be \$10,822 or more (\$12,822 or more if he or she is Infirm), you cannot claim this amount.</p>	
<p>9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,033 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> parent or grandparent (aged 65 or older), enter \$4,402 (\$6,402 if he or she is Infirm) or relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,402. <p>If the dependant's net income for the year will be between \$15,033 and \$19,435 (\$15,033 and \$21,435 if he or she is Infirm) and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.</p>	
<p>10. Amount for infirm dependants age 18 or older – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,420 or less, enter \$6,402. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between \$6,420 and \$12,822 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.</p>	
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount or child amount on his or her income tax return, enter the unused amount.</p>	
<p>12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition, education, and textbook amounts on his or her income tax return, enter the unused amount.</p>	
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 through 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>

Continue on the next page →

Completing Form TD1

Complete this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, Employment Insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (such as when the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you do not complete a TD1 form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another TD1 form for 2012, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another TD1 form, **check this box**, enter "0" on line 13 on the front page and do not complete lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from all employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2012? If you are unsure of your residency status, call the International Tax Services Office at 1-800-267-5177.

- If **yes**, complete the previous page.
• If **no**, **check the box**, enter "0" on line 13 and do not complete lines 2 to 12, as you are not entitled to the personal tax credits.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$10,822, you also have to complete a provincial or territorial personal tax credit return. If you are an employee, use the TD1 form for your province or territory of employment. If you are a pensioner, use the TD1 form for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial TD1 form to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$10,822), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2012, you may be able to claim the child amount on Form TD1SK, *2012 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2012, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or Old Age Security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for year(s) _____*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.



You must produce photo identification (Driver's License or Passport) to have your card produced. If neither is available, two pieces of Government Issue non-photo identification will be accepted (Health Care, Birth Certificate, and Social Insurance). For more information, contact the ONEcard Office at (780) 492-7924.

FIRST NAME LAST NAME

ID NUMBER DEPARTMENT

- Role: Student, Employee, Post Doctoral Fellow
Reason for Request: First Card - \$15.00, Damaged Card (must exchange) - \$15.00, Replacement for lost card - \$25.00

CHARGES FOR PRODUCING THIS CARD WILL BE PAID:

By the requesting department or supervisor.

SPEEDCODE/ACCOUNT SIGNATURE FOR SPEEDCODE

Or will be paid directly by the individual named above.

CARD REQUEST APPROVED BY:

NAME/SIGNATURE

DATE

OFFICE USE ONLY
Order Filled By:
Date:

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act...