

**Department of Civil and Environmental Engineering  
Laboratory Project Information Form**

# **Checklist**

- Project description complete
- Completed laboratory safety training
- Completed WHMIS training
- Student/supervisor signed off

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| <b>Project Information</b>                           |                    |  |                  |
|--|--------------------|--|------------------|
| Project Title  |                    |  |                  |
| Project Duration                                     | <i>Start Date:</i> |  | <i>Duration:</i> |
| Project Supervisor                                   |                    |  |                  |
| Funding Source                                       |                    |  |                  |
| Project Description                                  |                    |  |                  |
| List of Chemicals/Materials and Required Precautions |                    |  |                  |
| Space, Equipment and Staff Time Requirements         |                    |  |                  |

| <b>Student Information</b> |  |                     |  |
|----------------------------|--|---------------------|--|
| Name                       |  |                     |  |
| Student No.                |  |                     |  |
| Email address              |  |                     |  |
| Office No.                 |  |                     |  |
| Office Phone Ext.          |  |                     |  |
| Degree Program             | <input type="checkbox"/> PhD. <input type="checkbox"/> MASc. <input type="checkbox"/> MEng. <input type="checkbox"/> USR | Expected Graduation |  |
| Emergency Contact          | Home Phone #   | Cell Phone #        |  |
| WHMIS                      | Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Date completed      |  |
| Lab Safety Training        | Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Date completed      |  |

| <b>Signatures</b> |  |       |  |
|-------------------|--|-------|--|
| Student           |  | Date: |  |
| Supervisor        |  | Date: |  |
| Lab. Supervisor   |  | Date: |  |



## **Department of Civil and Environmental Engineering Laboratory Project Information Form**

The Laboratory Project Information Form is meant to capture the ongoing data related to a project and is intended to be a live document. It will change over time to reflect the progress of the project, changing or expanded process, materials, safety requirements as well as equipment and space used. The initial submission should reflect as accurately as possible the intended project goals and requirements.

Following the initial submission, annual updates are required for multi-year projects. **The annual updates should be submitted by May 1<sup>st</sup> of each project year using this same form.**

The primary goal of this document is to assist laboratory staff, faculty and students to plan and accommodate multiple concurrent projects in the laboratories. This process is necessary to manage and balance demands on services and equipment, and to meet the University's requirements for a safe working environment.

This document should be filled out by the student, in consultation with the supervisor and supervisor of Laboratories. It is intended to focus on defining the necessary staff, material, space and equipment resources and to make all participants aware of necessary safety information and requirements. After the form is submitted, the student, supervisor and supervisor of laboratories will meet to discuss all of these requirements together. Any potential conflicts or disagreements will be handled by the Laboratory User and Space Committee or Associate Chair - Laboratories.

Please use the following information to fill out the form.

**Project Title**     *This should be a descriptive title for the project*

**Project Duration**     *Estimated start and end dates*

**Project Supervisor**     *Name(s) of the faculty member(s) supervising the project*

**Funding Source**     *Name of the funding agency or source for the project (NSERC, contract, etc.)*

**Project Description**     *This is a description of the process you are going to follow, samples you will be using or constructing, type of test(s) you will need to perform both in the main goal and in the supporting work. You need to provide enough detail (information, drawing, sketches, etc.) that laboratory staff will understand the full requirements of your project and to be able to complete any fabrication required. This should also include and an estimate of when various portions of your test and supporting work will be carried out, sequence wise at the very least. If there are specific timing requirements (such as event B must take place 48 hours after event A), these should be documented. Identify the tasks where lab support or staff time will be needed.*

*For projects that require substantial resources, it is important to include as much detail as possible that is known at the project start with the understanding that this information can be changed as the project*

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*progresses. The more detailed the description is, the less likely problems will arise during the implementation stage.*

**List of chemicals/materials and required precautions** *This should be a complete list of all materials that will be used in the project that fall under the requirements of WHMIS/MSDS legislation. Obvious items are chemicals, cleaning agents, adhesives, but also include biological material, contaminated soil samples, and standard building supplies like sand and cement. Almost all materials have a MSDS form and these are required to be on hand and available to anyone with access to the materials, emergency responders. These sheets must be read and understood by all participants working with the products. In addition, this section should list and explain all specific cautions with respect to this project. Some examples are: require the use of a fume hood, require specific personal protective equipment, use of materials that are toxic or infectious, use of materials that are flammable, use of materials that cannot freeze, use of materials that require refrigeration or humidity control, use of materials that must be consumed rapidly after delivery due to changes that occur or short shelf lives. At the end of the project any leftover chemicals/materials must be disposed off appropriately. The list should identify any leftover chemicals/materials and precautions for disposal.*

**Space, equipment and staff time requirements** *This section should list all equipment that will be required for the project and identify equipment that the student(s) need to be trained for. In addition, include estimated staff time requirements for the project. For space requirements, list all locations where work for the project is carried out or where material is stored.*

**Student information** *Provide basic contact information. If more than one student is involved in the project, please provide a separate form for each student.*

**Name** *Name of student*

**Carleton Email Address** *Official Carleton supplied email address, this will be used as primary point of contact*

**Campus office room number** *Grad room office generally*

**Campus office phone number** *Phone number of above*

**Emergency Contact Information** *Home phone number, Cell phone number*

**Date WHIMS Training Completed** *This is the on-line training provided through the University's Environmental Health and Safety Office.*

**Date Laboratory Safety Training Completed** *This is the live training provided through the University's Environmental Health and Safety Office.*

**Signatures** *The form must be signed by the student, supervisor and supervisor of labs..*

## **Department of Civil and Environmental Engineering Laboratory Project Queue**

### **Purpose**

The Laboratory Project Queue is a public (accessible to all supervisors) list of ongoing projects and attributes related to resource allocation and scheduling. The list is maintained by the supervisor of Laboratories and is intended to serve as a transparent resource allocation tool. The queue is operated based on a first-in-first-out (FIFO) principle. Projects are added to the list by the supervisor of Laboratories with an appropriate order once the Project Information Form is completed and in enough detail for laboratory staff to begin work. Updates can be made to the Laboratory Project Information Form after it has been entered into the Laboratory Project Queue, however, updates which require further resources (more time, staff, equipment, etc.) may only be accepted by the supervisor of Laboratories if they do not significantly affect the overall workflow of ongoing and future projects.

### **Responsibilities**

The supervisor of Laboratories is responsible for maintaining the Project Queue and publishing it on a network location accessible to all supervisors. Supervisors who have not completed all requirements to have their projects added to the Project Queue shall not have laboratory resources allocated to their projects. It is understood that project progress may not be linear in time and gaps in resource availability may arise. If this occurred, the supervisor of Laboratories will update the Project Queue accordingly to streamline the workflow of all projects in the queue.

### **Entry into Laboratory Project Queue**

To be entered into the Laboratory Project Queue, the Laboratory Project Information Form must be completed. The following are critical to the successful completion of the Project Information Form.

1. Completion of Laboratory Safety Training by the student (Supervisors who have not completed the Laboratory Safety Training will also be required to complete the training)
2. Completion of WHMIS by the student (Supervisors who have not completed WHMIS will also be required to complete the training)
3. Completion of the Laboratory Project Information Form
  - a. Project description must be detailed enough for laboratory staff to understand and complete tasks
  - b. Use of detailed engineering drawings/sketches with appropriate dimensions are required for projects requiring fabrication etc.
  - c. Divide project into phases (i) Fabrication (ii) Setup (iii) Testing. For each phase indicate amount of laboratory technician support required. Highlight phases where students will be responsible for carrying out tasks.
  - d. Complete the project Gantt chart with enough detail and estimate of time required for each task. The Gantt chart should be completed in consultation with supervisor of Laboratories
  - e. Any leftover materials or test specimen that need to be disposed off must be identified. If tested specimen are needed for other tests the Gantt chart must identify these.
4. Sign off of the Project Information Form by student, supervisor, and supervisor of Laboratories.