
Directory of Records – General

Office - Centre for Science, Science Lab

Description of the Mandate and Function:

The Science Lab is hereby granted the authority to maintain records for the purposes of generating supervised lab class attendance lists, tracking shipments of home-lab kits, maintaining a lab kit quality assurance program for the home lab kits, and the granting of lab exemptions.

General Classes or Types of Information:

Student names, Student ID#, addresses, phone numbers, and grades.

PIB Titles:

- Centre for Science - BIOL230 Home Lab Chemistry Kit Request Forms
- Centre for Science - BIOL230 Lab Kit Return QA Checklist Records
- Centre for Science - CHEM217 Home Lab Quizzes
- Centre for Science - CHEM 217 Lab Kit Requests Database and Hardcopy Files
- Centre for Science - CHEM 217 Lab Safety Pledges
- Centre for Science - CHEM218 Home Lab Quizzes
- Centre for Science - CHEM350 Prelab Questions
- Centre for Science - Lab Booking Request Database
- Centre for Science - Lab (Booking) Registration Records Management System (LRRMS) Database
- Centre for Science - Lab Exemptions Records Management System (LERMS)
- Centre for Science - Master Excel File for Lab Exemptions
- Centre for Science - PHYS200 Lab Kit Return QA Checklist Records
- Centre for Science - PHYS201 Lab Kit Return QA Checklist Records
- Centre for Science - PHYS202 Lab Kit Return QA Checklist Records
- Centre for Science - Science Lab Accidents

Copies of Records Located:

None of the records/PIB are shared externally.
All the above PIB are for the exclusive use of the Centre for Science.

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

Lab Exemption Procedures and Protocols –on-line as the front page of the database
Lab Registration Procedures and Protocols

Remarks: