User Access & Authorization Form

E6-078 Chemical Prep Lab

# User Details:

|  |  |  |  |
| --- | --- | --- | --- |
| User’s Name: |   | Supervisor: |   |
| Email: |   | ID number: |   |
| Role: |   | (PI, PDF, RA, grad student, etc.)  |

# Training:

|  |  |  |
| --- | --- | --- |
| **Course / Training** | **Date Completed** | **Confirmed by** |
| UofA WHMIS Training |   | (Attach Certificate) |
| E.H.&S. Laboratory Safety course  |   | (Attach Certificate) |
| E.H.&S. Chemical Safety course  |   | (Attach Certificate) |
| Lab Orientation (to be done by PI); orientation to include review of the lab policies: https://sites.google.com/a/ualberta.ca/ece-chem-prep-lab/ |   |   |

# PPE Checklist

Laboratory Supervisor will identify below PPE requirements and special conditions for the PPE.

|  |  |  |  |
| --- | --- | --- | --- |
| ☒ | Appropriate gloves  |[ ]  Hearing protection |[ ]  Safety goggles |
| ☒ | Floor length pants or equivalent |[ ]  Face shield |[ ]  Apron |
| ☒ | Laboratory coat or gown |[ ]  Respirator |[ ]  Safety shoes |
| ☒ | Safety glasses |[ ]  Hard hat |[ ]  Flame resistant clothing |
| ☒ | Closed toe shoes |[ ]  UV protective eyewear |[ ]  Other (specify) |

Special Conditions (note specific location or activities that require a change in PPE. If nothing is listed, the specified PPE must be worn at all times in the laboratory). Example: Apron, face shield, and double gloves required when working with HF.

|  |
| --- |
|  |

# User Contract

My signature below indicates that I understand and will follow the ECE Chemical Preparation Lab Policies and the PPE Requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |   |

# Supervisor Permission

I confirm that this individual requires access to the shared lab as part of our research.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |   |

# One Card Access:

|  |  |  |
| --- | --- | --- |
| OneCard Access:  |[ ]  All Hours Lab Access (24/7) |[ ]  Office Hours Lab Access (8am – 5pm) |
|  |[ ]  Freight Elevator (for chemical transport) |
| Expiry Date: |[x]   |[ ]  N/A |  |

# Approval: *ECE Authority (Safety Officer)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |   |
|  |  |  |  |
| ***Admin Use Only:*** | ☐ | *User added to master ChemPrep Approved User List (google docs)* |
|  | ☐ | *Card Access Updated* |