

New User Registration Form

The Centre for Research and Applications in Fluidic Technologies (CRAFT) is a joint partnership between the University of Toronto (UofT) and the National Research Council of Canada (NRC) with state-of-the-art facilities for microfluidic device design, fabrication, characterization, and fabrication. For more information about the services and instruments at CRAFT, please visit <https://craftmicrofluidics.ca/>.

Section 1: User Information	
Name (First, Last):	Title:
Email:	
Department:	Institution:
Position (MSc, PhD...):	Year of Study:
Student Number:	UTORID:
TCard Number (under barcode): For users outside of the Faculty of Applied Science and Engineering, <u>please attach a picture of your TCard upon registration</u> . For users outside of UofT, an access card will be provided.	
PPE Size: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL	
LMACS Username: All instrument bookings and usages are tracked through our booking software, LMACS. Please create an account (https://ut.nanofab.ualberta.ca/) and/or provide your username of existing account.	

Section 2: Supervisor Information	
Name (First, Last):	Title:
Email:	
Primary Appointment:	
Co-Supervisor Information (If applicable)	
Name (First, Last):	Title:
Email:	
Primary Appointment:	

Section 3: Billing Information (CRAFT will issue invoices monthly)		
Billing Address		
Contact name:		
Street Address:		
City:	Province:	Postal Code:
Phone Number:		
**Only fill out this section if you are a UofT account holder		
FIS Account Holder:		
Cost Center/Internal Order:		
CFC:		
Fund:		
G/L Account:		

** Note that most instruments within the Device Foundry have a monthly CAP of \$950 for academic PIs. The Tissue Foundry does not have a monthly CAP.

For information in the most up to date fee structure please go to <https://craftmicrofluidics.ca/facilities/fee-structure/>

Signature of Account Holder

Print Name

Section 4: Project Description

Please check which facility you are interested in using:

- Device Foundry Tissue Foundry

Below, please provide a brief description of your project and the instruments/processes you wish to use in the CRAFT facility:

Section 5: Safety Training Checklist

All users (including non-UofT members) must complete MIE (department) safety training prior to entering the facility (<https://www.mie.utoronto.ca/safetytest>). For non-UofT registrants, please use this link (<https://www.mie.utoronto.ca/safetytest/visitors>).

For UofT users, please ensure you complete the EHS safety training and save screenshots of passing results. (<https://ehs.utoronto.ca/training/my-ehs-training/>).

Training records must be submitted along with your registration form.

Check this box to confirm you have included the following safety records:

- MIE Safety Training
 EHS 101 (WHMIS and Lab Safety) or EHS112 (WHMIS Refresher)

For Tissue Foundry, additional EHS and biological clearance is required. Please see section 6 checklist.

Device and Tissue Foundry have two separate in-person orientations. Once your completed registration is received, a staff member will schedule your orientation.

User Signature

Date

Tissue Foundry Specific Requirements

The sections below are ONLY for users who wish to use the Tissue Foundry. All sections must be completed with attached EHS records, before moving on to the in-person orientation.

Section 6: Additional Tissue Foundry Safety Training Checklist

Note: EHS training is only available for UofT users with a UTORID (<https://ehs.utoronto.ca/training/my-ehs-training/>). For non-UofT users, this section does not apply.

Check this box to confirm you have included the following safety records, where applicable:

- EHS 601 (Lab Biosafety) or EHS602 (Biosafety Refresher)
- EHS 751 (UV Radiation Safety Awareness)
- EHS 631 (Safe Use of Autoclaves)
- EHS 603 (Blood-borne Pathogens)
- EHS 620 (SARS-CoV-2 Biosafety)

Training records must be submitted along with registration form (including tissue foundry).

Section 7: Biohazard Clearance

In compliance with EHS, all users (UofT or non-UofT) who wish to use or store biological samples are required complete the separate [Biohazard Clearance Form](#) and staff will notify users once EHS approves. Users are prohibited from using biological materials without having an approved clearance form.

Check this box to confirm you have attached a completed the biohazard clearance form:

- Biohazard clearance