

New User Registration Form

The Centre for Research and Applications in Fluidic Technologies (CRAFT) has state-of-the-art facilities and equipment for microfluidic device design, fabrication, and characterization. For more information about the services and instruments at CRAFT, please visit <https://craftmicrofluidics.ca/>.

Section 1: User Information	
Name (First, Last):	Email:
Department:	Institution:
Position (MSc, PhD...):	Year of Study:
Student Number:	UTORID:
Please attach a photo of your TCard <input type="checkbox"/>	
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 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:		
** UofT account holders **		
FIS Account Holder:		
Cost Center/Internal Order:		
CFC:		
Fund:		
G/L Account:		

**** If you don't have an FIS account, please complete a [credit card authorization form](#) instead.**

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

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 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)
☐ WHMIS and Lab Safety certificate from your institution if you're outside of UofT

For Tissue Foundry, additional EHS and biological clearance is required. (See below)

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

Tissue Foundry

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: 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, proceed to Section 7.

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

- ☐ EHS 601 (Lab Biosafety) or EHS602 (Biosafety Refresher)
- ☐ EHS 751 (UV Radiation Safety Awareness)
- ☐ EHS 630 (Biosafety Cabinet Usage)
- ☐ 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

Are you using biologicals or do you plan to in the future?

- ☐ Yes (Complete the below section)
- ☐ No

All users who use or store biological samples are required to have a biosafety permit (UofT users) or submit a [Biohazard Clearance Form](#) (Outside UofT) and staff will notify users once EHS approves this. Users are prohibited from using biological materials without having an approved clearance form.

If you will use biologicals, please submit one of the following:

- ☐ UofT Only: Biosafety Permit + Training History by PI/Permit (request from EHS) – Please ensure your name and the type of biologicals is up-to-date.
- ☐ Outside of UofT: [Biohazard Clearance Form](#)