

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.	
For more info on how to use LMACS: https://craftmicrofluidics.ca/wp-content/uploads/2021/06/LMACS-Booking-System-Manual.pdf	

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 only **		
FIS Account Holder:		
Cost Center/Internal Order:		
CFC:		
Fund:		
G/L Account:		

**** For external users: please complete the credit card authorization form instead:**

<https://craftmicrofluidics.ca/wp-content/uploads/2025/04/Credit Card Authorization Form.pdf>

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 are **required** to complete and submit the following 2 components:

1. MIE (department) safety training prior to entering the facility
 - UofT Users: <https://www.mie.utoronto.ca/safetytest>
 - Non-UofT registrants: <https://www.mie.utoronto.ca/safetytest/visitors>
2. WHMIS and Lab Safety:
 - UofT Users: EHS 101 (WHMIS and Lab Safety) or EHS112 (WHMIS Refresher). You may submit either your EHS history (<https://ehs.utoronto.ca/training/my-ehs-training/>) or screenshots that include your **name**, **course code**, and **date of completion**
 - Non-UofT registrants: WHMIS and Lab Safety certificate from your institution

These training records must be submitted along with your registration form.

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

**** The Device and Tissue Foundries are at 2 separate buildings and have different orientations. Once your registration is complete, a staff member will schedule your orientation.**

Tissue Foundry

The sections below are ONLY for users who will use the Tissue Foundry. Complete either **Section 6** (Internal, UofT) or **Section 7** (Non-UofT).

Section 6: Internal Users ONLY (UofT with UTORID)

Please attach and check off the box to confirm you have included the following 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)

Note: You may submit either your EHS history (<https://ehs.utoronto.ca/training/my-ehs-training/>) or screenshots that include your **name**, **course code**, and **date of completion**

Are you using biologicals or do you plan to in the future? Check the appropriate box:

- ☐ No
- ☐ Yes

If **Yes** – attach the required documents below and check off the boxes to confirm you have included them:

- ☐ **Biosafety Permit** – it must include the **name** and **type** of biologicals to be used at the CRAFT's Tissue Foundry.
- ☐ **Training History by PI/Permit** (request from EHS) – must include your name on the permit list.

Note: Using biological samples without prior notification at our organization and without providing the necessary documentation is strictly prohibited and constitutes as legal violation. Individuals who engage in such activity will not have institutional protection and may be subject to penalties, fines, imprisonment, and legal prosecution.

Section 7: External Users (Non-UofT)

Are you using biologicals or do you plan to in the future? Check the appropriate box:

☐ No

☐ Yes

If **Yes** – attach the required document below and check off the box to confirm you have included it:

☐ [Biohazard Clearance Form](#)

Note: EHS will review this and notify staff once approved. The use of biological samples without prior notification at our organization and without providing the necessary documentation is strictly prohibited and constitutes as legal violation. Individuals who engage in such activity will not have institutional protection and may be subject to penalties, fines, imprisonment, and legal prosecution.