

# Request to use Departmental Equipment

**Non-MCB Departmental Members are required to complete this form requesting permission from the Chair of MCB prior to using Departmental equipment.**

Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor's Extension: \_\_\_\_\_  
Email address: \_\_\_\_\_ Supervisor's Email address: \_\_\_\_\_  
Equipment to be used: \_\_\_\_\_  
Location of equipment: \_\_\_\_\_  
Length of time or # of uses: \_\_\_\_\_  
Date of relevant training: \_\_\_\_\_  
MCB Personnel in charge of  
training and Faculty Advisor: \_\_\_\_\_

**The user (or Research Supervisor) must accept responsibility for any costs associated to damage of equipment and agree to the terms of the departmental policy for access to equipment by non-MCB users (below).**

Date: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature of User: \_\_\_\_\_

**Permission must come from the Chair's Office prior to use of equipment. Please return completed forms to SCIE 4478.**

Date: \_\_\_\_\_ Signature of MCB Chair: \_\_\_\_\_

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## **POLICY FOR ACCESS TO MCB DEPARTMENTAL EQUIPMENT BY NON-MCB USERS**

The following policy has been developed to address a significant (and growing number) of requests from non-MCB individuals to use equipment in MCB. The policy balances access to MCB resources with essential requirements concerning safety and security.

1. Card access privileges for non-MCB students who are formally co-supervised by MCB faculty will be considered upon request. It will be the responsibility of the co-supervising MCB faculty member involved to ensure that the student meets all MCB safety requirements (training and practice).
2. Requests to use **Departmental equipment** will be considered, with decisions dependent on the level of use of the equipment within MCB. Access to the equipment will require acknowledgement and agreement to the following terms:
  - a. The user must have filed with the Department a "use of equipment form" (available on the MCB website). This form must be completed by the non-MCB user, his/her advisor (where relevant), and the supporting MCB faculty/staff member who is providing specific training on that piece of equipment.
  - b. Use of the equipment is restricted to regular working hours i.e. 8:30AM-5:00PM. Exceptions will be made only for overnight runs on ultracentrifuges or similar situations where the equipment is unattended.
  - c. For equipment used infrequently, access to the room must be obtained via an MCB faculty member or his/her designate.
  - d. For individuals who use a piece of equipment on a regular basis, University ID card access may be granted for specific rooms containing the approved equipment.
  - e. **ID card access will not be given for hallways or for MCB faculty labs.**
  - f. ID card access is restricted to the approved user; **any instances of lending (or borrowing) of ID cards, or opening rooms for unauthorized users, will result in access being revoked.**
  - g. Non-MCB faculty must confirm at the beginning of each semester that any trainees with access are still University employees (or registered students). In the absence of this confirmation, ID card access will be terminated.
3. Decisions on requests to use **equipment belonging to an MCB faculty member** are made at the discretion of the faculty member concerned. However, the access restrictions identified above still pertain and the MCB faculty member is responsible for training and safety issues.