



Request to use MCB Faculty Equipment

Non-MCB Departmental Members are required to complete this form requesting permission from the appropriate MCB Faculty collaborator prior to using faculty equipment. All fields must be completed. Completed form must then be sent to the MCB Faculty collaborator for final approval along with confirmation of the required Health and Safety training (details below).

Name: Supervisor's Name: Department: Supervisor's Extension: Email address: Supervisor's Email address: MCB Faculty collaborator: MCB Faculty's Email address:

Equipment description & associated peripherals: Equipment location: Equipment use start date: Equipment use end date: User has completed required COVID-19 Infection Prevention and Control Awareness training:

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).

Signature of User: Date: Signature of Supervisor: Date:

Permission must be obtained from the MCB faculty collaborator prior to use of equipment.

Signature of MCB faculty: Date:

POLICY FOR ACCESS TO MCB FACULTY EQUIPMENT BY NON-MCB USERS

The following policy has been developed to address 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. For individuals (from outside MCB) accessing 'shared' equipment in MCB space, access will be granted upon receipt of written confirmation (e-mail) that the individual has completed all the required health and safety training...
2. Access to the equipment will require acknowledgment and agreement to the following terms:
a) Use of the equipment is restricted to regular working hours i.e. 8:30AM-5:00PM.
b) ID card access will not be given for hallways or for MCB faculty research labs.
c) 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.
3. Decisions on requests to use equipment belonging to a MCB faculty member are made at the discretion of the faculty member concerned.
4. Undergraduate students will not be given access to MCB faculty equipment.