

REGISTERED USER REQUEST FORM of Molecular Biology Core Facility (MBCF) at University of Waterloo, Department of Biology.**General Terms of use of Molecular Biology Core Facilities:**

By using our MBCF services you accept the following general terms of use. Special terms of use may apply for each individual core facility.

In General

1. All users have a common responsibility for providing a good research environment that ensures optimal utilization of the equipment/methods and personnel.
2. Only properly trained users are allowed to use the equipment. Some equipment may be restricted to use by the staff at the core facility only.
3. To use the services and equipment at MBCF, book the equipment and/or services using the booking calendars or directly contact the MBCF manager.
4. All work at the MBCF must be performed according to UW Health and Health Canada, environment, health, and safety (WHMIS) policy.
5. Please read the guideline for working alone below: <https://uwaterloo.ca/safety-office/occupational-health-safety/working-alone-guideline>.
6. All undergraduate student should not work alone in the Core facility. All undergraduate student should work with a graduate
7. All undergraduate student must not operate heavy equipment alone in the Core Facility, such as autoclave or high speed centrifuge, etc.
8. The Registered User must at all times follow all rules and procedures for the use of the facility including the wearing of any required safety clothing and equipment.
9. The Registered User will be responsible for the general cleanliness of the equipment and areas being used including the safe disposal of any waste materials.
10. The Registered User must report any accidents or misuse of the facility to the MBCF manager Dr. Terence Tang at x33526 or at room B2-357A.
11. The Registered User must not allow access to non-registered users or share the door code to others.
12. Prior to the commencement of access, the Registered Users must have completed and have a delegated authorized signature on the Access Fee Payment.
13. In the event that you breach any of the obligations under this Agreement, the MBCF management is entitled to terminate this agreement without notice.
14. All users must provide this sign user agreement prior to use the facility, including the use of heavy and dangerous equipment, such as autoclave, high speed centrifuge, etc.
15. In certain area or facilities, there are surveillance cameras for safety reasons. The review of camera recordings will only be completed by UW Police when investigating an allegation of a Criminal offence, Policy breach or Safety concern. By signing this 'MBCF general term of use Agreement', you are aware and have agreed to the video surveillance process as described.
16. All users must read and sign the appropriate 'Safety Plan' prior to enter and use the facility in that particular room, such as B1-371, B1-376, B2-034, B3-354, B2-357A.
17. All users must not use the core facility if you are exhibiting any flu or cold symptoms.

Please read the User Agreement carefully and thoroughly, sign and return it to me by email.

Prices and agreements

- The user pays for the equipment and services according to the price lists for the relevant Core Facility and a monthly fee.
- The presented prices are based on the intention to share the costs of the infrastructure among users. Prices for academic activities are subsidized through basic funding from the university.

Principle Investigator (PI) responsibility

- A registration form and access fee must be completed for each PI for the molecular core facilities.
- All PIs are responsible to inform all his/her members to follow the rules of MBCF.
- Ensure each member get proper training of each equipment to be used, either trained by experienced lab member or by MBCF manager.
- All PIs are responsible for any damage or abuse caused by members of their labs who have been improperly trained or supervised, or have not followed the designated instructions, on the equipment they are using.

User responsibility

- A registration form must be completed for each end user for the molecular core facilities.
- For being updated on and act according to the relevant, prevailing specific core facility procedures and regulations.
- For proper handling of any biological and chemical materials.
- Necessary approvals according to Canadian Law for handling human biological or viral material and personal information.
- To use your Good Laboratory Practice (GLP) at all time.
- For all equipment and laboratory space shall be cleaned and set back to their standard set-up after running an experiment.
- Sign up the log-sheet after use the equipment.

NOTE: ALL REGISTERED USERS MUST UNDERTAKE APPROPRIATE TRAINING BEFORE USING THE FACILITY – DETAILS CAN BE OBTAINED FROM THE CORE FACILITY MANAGER. IN THE EVENT THAT SOMEONE IS FOUND TO HAVE MISUSED THE FACILITY, ACCESS MAY BE WITHDRAWN.

Please provide the following information prior obtaining your door code for the MCF.

Please print or write clearly.

Surname: _____ **Given Name:** _____ **Student/Staff ID#:** _____

Position: _____ **Supervisor Name:** _____ **Department:** _____

Program enrolled in: Undergraduate: _____ Master: _____ PhD: _____

Expected program end: _____

Contact phone #: _____ **Email:** _____

Lab room #: _____ **Lab extension #:** _____

Door access:

B1-371 (Core Facility) _____ (yes or no);

Account # to be charged (\$30 per month): _____
(format like this: XXXXX XXXXX-XXXXX XXX)

A subscription fee of \$30 per month will only be charged if you are using the core facility at B1-371. The subscription fee is based on PI/lab, not individual user.

By signing this document, you agree to follow the 'General Terms of use Molecular Biology Core Facility' at University of Waterloo, Department of Biology. This is an official subscription for using the MBCF in Biology once you submitted all the information.

I agree to the above terms and conditions.

Name: _____ **Signed:** _____ **Date:** _____

Once you sign the user agreement consent form and return it to me in person, I'll send you the door code by email, the door code will be activated by Friday on the week you requested.

Please read the User Agreement carefully and thoroughly, sign and return it to me by email.