

Science Core Facility – Application Checklist

1. List of the Steering Committee/User Group & Name of the Director
2. General Safety Documents for each Space
 - 2.1. Emergency Response Protocols
 - 2.2. Hazard assessments (Space and/or Equipment)
 - 2.3. Facility Safety Orientation Checklist (Required for Granting Card Access)
 - 2.4. Any equipment specific safety training required by campus safety (laser safety, CL2, etc.)
3. Operational Documents for Each Piece of Equipment
 - 3.1. SOP/Training Manual
 - 3.2. Training Record (Users & Staff):
 - 3.2.1. Name
 - 3.2.2. ID Number & RF Card Number
 - 3.2.3. Training Date
 - 3.2.4. Associated lab/PI (for billing)
 - 3.2.5. WHMIS Expiry
 - 3.2.6. WHMIS Certificate (Copy)
 - 3.2.7. Signed Policy Document
 - 3.3. User Policy Document to be agreed/signed by the user (only required if users will be running the equipment/instruments in the facility)
 - 3.4. Maintenance and Repair Record
 - 3.5. Booking & Time Tracking System (Faces, etc.)
 - 3.6. Fee Structure
 - 3.6.1. Completed Usage Fee Template for each Piece of Chargeable Equipment
 - 3.7. Facility Fee and Acknowledgement Agreement
4. A Facility Website (based on Core Facilities Template Website)