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**Laboratory of the Institute for Oil Sands Innovation at the University of Alberta (IOSI)**

**Request for new user / new project registration**

*(for UofA users who plan to perform analyses themselves after orientation and training)*

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| 1 | User’s first and last name and email |  |
| 2 | User’s position at the UofA and year in the position |  |
| 3 | Affiliation at the UofA (Department) |  |
| 4 | Supervisor and supervisor’s email |  |
| 5 | Is the user’s access requested for the ongoing IOSI project? If yes, include the IOSI project # |  |
| 6 | If “no” in Q. 5, indicate project title, granting agency, and project’s investigators (PI and co-PI’s). Is the project related to the oil sands research? |  |
| 7 | If “no” in Q. 5, did the supervisor hold an IOSI (COSI) project in the past (as a PI or a co-PI)? If yes, in what year did the most recent project end? |  |
| 8 | Which equipment/analysis at the IOSI lab is requested, and what approximate required time or number of samples |  |
| 9 | User: date WHMIS training completed (attach certificate)\* |  |
| 10 | User: date Laboratory and Chemical safety training completed (attach certificates) |  |

\* The certificate is valid only for two years. A renewed certificate must be provided if it expires during the user’s access to the IOSI lab.

The user will be required to follow all safety procedures regulated by the EHS and requested by the IOSI staff. Biohazards are not permitted. Access to the laboratories is limited to 8 am – 4 pm on business days; work alone is not permitted.

*IOSI requests that the acknowledgment is added to all reports, theses, presentations, and publications arising from the use of the IOSI laboratory and that IOSI is provided with bibliographical information.*

IOSI may use the information (except for the names and the email addresses of the user and supervisor and safety training details) and bibliographical records in its reporting documentation and applications for grants.

**Attention to the user and the supervisor**: By signing this form, you acknowledge that before accessing IOSI laboratories, the user must be trained by their supervisor for the specifics of the analyzed sample(s). If the sample changes during the analysis (contact IOSI staff to verify if it does), safety operating procedure and hazard assessment must be developed before accessing IOSI laboratories. The user should have access to those documents and sample SDS while working at the IOSI laboratories.

**User: name, signature, date**

**Supervisor: name signature, date**

*Send the completed and signed form to IOSI Laboratory Manager Lisa Brandt at* [*lbrandt@ualberta.ca*](mailto:lbrandt@ualberta.ca)