



NFK Laboratory Check-In Form

NFK-004 | V3.0 | 2017-06-13

This document must be read and followed by all users of NFK, including faculty members, staff, visiting scientists, postdoctoral associates, graduate and undergraduate students, CMC Microsystems employees and industrial clients. No project shall begin until the completed form is reviewed and approved by the NFK Lab Operations Manager. A user is required to complete this form on an annual basis.

Name: _____

Company/University: _____

Department: _____

Email: _____

Phone: _____

No	Items	
1	Supervisor – My supervisor, _____, authorizes me to work at NFK at Queen’s Innovation Park. My supervisor is responsible for all user fees and consumable costs associated with my work, and continues to act as my supervisor while I am working at NFK.	<input type="checkbox"/>
2	WHMIS – I have a valid WHMIS certificate acceptable to Queen’s University.	<input type="checkbox"/>
3	Safety Manual – I have read and understand the NFK Safety Manual, know its location in our laboratory, and agree to follow the policies and procedures specified therein.	<input type="checkbox"/>
4	Lab Usage Procedure – I have read and understand the NFK Lab Usage Procedure document and agree to follow the policies and procedures specified therein.	<input type="checkbox"/>
5	Health and Safety Training – I have completed the required health and safety training offered by NFK, which includes the identification of hazards specific to NFK and the location and function of safety equipment (first-aid kit, fire extinguishers, safety shower, eyewash, spill kits, etc.).	<input type="checkbox"/>
6	Emergency Response – I have read and understand the emergency response plan for NFK and know my responsibilities when facing an emergency. I understand where the group will assemble in the event of evacuation or severe weather, and how to reach Emergency Services.	<input type="checkbox"/>
7	Incidents – I understand that I am required to report accidents, spills, injuries, emergencies, broken glassware or equipment, and any other noteworthy incidents, including near misses, to NFK using an Incident Report Form. In the event of an injury, no matter how minor, it must also be reported to my supervisor.	<input type="checkbox"/>
8	Working Alone – I understand that after normal working hours I need to find a qualified companion to be present in the lab at the same time so that I am not working alone in the lab in the event of an emergency.	<input type="checkbox"/>
9	Safety Data Sheets (SDS) – I know how to access safety data sheets (SDS), which describe the hazards and proper handling of chemicals at NFK, online at any time.	<input type="checkbox"/>
10	Personal Protective Equipment (PPE) – I understand that wearing safety glasses or goggles and suitable garments is required for cleanroom work at all times. When working with hazardous chemicals, I must also wear suitable gloves and other PPE that are recommended in the SDS. I have read and understand the information concerning PPE contained in the NFK Safety Manual.	<input type="checkbox"/>
11	Chemicals – I understand and will follow the proper procedures for handling and storing chemicals and disposing of chemical waste as directed by NFK.	<input type="checkbox"/>

No	Items	
12	Housekeeping – I am aware that I am responsible for keeping my work space clean and tidy, and returning tools and chemicals to their appropriate places, each time I do work at NFK.	<input type="checkbox"/>
13	Standard Operating Procedures (SOPs) – I understand that before I use laboratory equipment or attempt a process for the first time at NFK, I must receive specified training and follow SOPs for their use as directed by NFK. I will review plans with NFK staff for new processes for which there are no existing SOPs at NFK prior to attempting them.	<input type="checkbox"/>
14	Confidentiality – Subject to any written agreement I may have with another party concerning a piece of Confidential Information, I will treat Confidential Information with at least a reasonable degree of care, as if the Confidential Information were my own. I will not disclose Confidential Information to any other party. “Confidential Information” means information accessed while working at NFK that is non-public, proprietary, or confidential to the disclosing party, including intellectual property, and that is clearly identified or marked as “confidential” or “proprietary”. Confidential Information does not include information that: (i) is known to the public or becomes known to the public other than through my default; (ii) is already in my possession at the time of disclosure; (iii) is received from a third party having no obligations of confidentiality to the disclosing party; (iv) is independently developed by me; or (v) is required by law to be disclosed. These obligations of confidentiality will remain in place until the applicable Confidential Information becomes lawfully available to the public.	<input type="checkbox"/>
15	Intellectual Property – I understand that, subject to any written agreement I may have with another party, intellectual property developed by the user using tools at NFK is retained by the user. I understand that data left in a public space of NFK (on computers or otherwise) cannot be considered protected and should thus be removed by the user at the user’s discretion. NFK encourages users to share intellectual property (such as recipes) developed at NFK whenever possible. Further information on intellectual property can be found in the Intellectual Property Principles document accessible at http://www.nanofabkingston.ca	<input type="checkbox"/>
16	Computers and Networks – I understand that data files shall be stored on lab computers as directed by NFK, and that Queen’s University IT Policies apply to computer and networking activity at NFK.	<input type="checkbox"/>
17	Communications (Required) – I acknowledge that I may receive email (and occasionally phone) communications from NFK for the purpose of sharing important information about the lab. I understand that I cannot opt out of these communications and it is my responsibility to abide by any such information.	<input type="checkbox"/>
18	Communications (Optional) – NFK sends emails with information on new equipment, upcoming webinars, events, training courses, and other information for users of NFK. In accordance with Canada’s Anti-Spam Legislation (CASL), NFK requires my consent to receive these emails. I may opt out of these emails at any time by following the instructions at the bottom of each email. Check one of the following: I agree to receive these communications from NFK <input type="checkbox"/> I do not want to receive these communications from NFK <input type="checkbox"/>	<input type="checkbox"/>
19	Check Out - I understand that before I leave NFK as a user, I must complete a checkout procedure.	<input type="checkbox"/>

Signatures

User

Supervisor

NFK Lab Manager

Signature

Signature

Signature

Date

Date

Date