**Chemical Control Centre Internal Client Authorization Form**

**Account Holder Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Click here to enter text. | | |
| **Department** | Click here to enter text. | **Faculty:** | Click here to enter text. |
| **Office Room # / Building:** | Click here to enter text. | **Phone or**  **Ext #:** | Click here to enter text. |
| **E‐mail:** | Click here to enter text. | **Fax:** | Click here to enter text. |
| **Alternative Contact 1:** | Click here to enter text. | **Alternative Contact Ext.:** | Click here to enter text. |
| **Laboratory Room #(s) / Building:** | Click here to enter text. | | |

1. – If you would like, you may appoint an alternative contact individual for us to contact if a problem or question arises pertaining to your account. All Chemical Control Centre account statements will continue to be sent to the account holder.

**Administrative Options:**

|  |  |
| --- | --- |
|  | Please activate my account. I am a new CCC Client. |
|  | Please inactivate my customer profile at the Chemical Control Centre. Additional charges may NOT be placed on this account from the date this form is received. |
|  | Please re-activate my customer profile at the Chemical Control Centre. |
|  | Please remove the following individuals from my account:  Click here to enter text. |

**Account Information:**

1. New account authorization forms may be sent for renewal via inter‐office mail. Failure to renew the account will cause a temporary hold on all charges until an updated authorization form is received.

1. Authorized Personnel must complete [the laboratory safety orientation checklist](http://www1.uwindsor.ca/chemicalcontrol/laboratory-safety-orientation-checklist-0) (http://www1.uwindsor.ca/chemicalcontrol/laboratory-safety-orientation-checklist-0) and appropriate [University of Windsor’s safety training](http://www1.uwindsor.ca/chemicalcontrol/category/tags/available-training) depending on the hazardous materials they will be handling.

1. All Authorized Personnel must sign‐out any loaner items (ie carts, test buckets, trays, trolleys, etc.) at the CCC front desk.

1. Please note that some accounts do not allow the acquisition of consumable items (i.e. NSERC Equipment Grants, etc.). Please ensure any new project and operating accounts are allowed for chemical purchases.
2. Account holders are responsible to keep an updated chemical inventory. [The Hazardous Materials Information System](http://www1.uwindsor.ca/chemicalcontrol/hazardous-materials-information-system) can be used to keep track of inventory in the lab. Access to the system can be requested by filling out the online form: [link](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_eya0390CSZarfzT).
3. At any time you may change your account profile by resubmitting a new account update form or by e‐mailing the Chemical Control Centre (ccc@uwindsor.ca).

1. Any questions or comments regarding your account should be directed to the Team Leader, at ext. 3524, or by e‐mail (ccc@uwindsor.ca).

By approving this form you authorize the Chemical Control Centre to make the above noted changes on your account. The invoiced costs associated with the acquisition of items are applied to your account on a weekly basis. You can view these charges on‐line by visiting www.uwindsor.ca/fis. In addition, you will receive a monthly summary of all charges electronically by e‐mail. Please note that all research related expenses are posted to object 8422.CCC.

|  |  |
| --- | --- |
| NAME: | Click here to enter text. |
| SIGNATURE2: |  |
| DATE: | Click here to enter text. |

2 - Signature not required if submitted on‐line from a University of Windsor email account.

**Authorized Personnel:**

**CAUTION Authorized Personnel are provided with the opportunity to apply charges to any of your internal accounts listed on the University of Windsor Financial Information System at the time of ordering.**

**PLEASE INFORM YOUR STUDENTS WHICH ACCOUNT IS APPROPRIATE FOR USE IN THE ACQUISITION OF MATERIALS FROM THE CHEMICAL CONTROL CENTRE**

**Please allow the following individuals to acquire scientific materials from the Chemical Control Centre’s inventory. (Note – only authorized personnel who have completed the** [**laboratory safety orientation checklist**](http://www1.uwindsor.ca/chemicalcontrol/laboratory-safety-orientation-checklist-0) **are allowed to place CCC orders):**

|  |  |  |
| --- | --- | --- |
| **Last Name** | **First Name** | **Laboratory Safety Orientation Checklist on file with CCC?** |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |
| Click here to enter text. | Click here to enter text. | Yes  No  Unsure |

Extra Authorized Personnel sheets are available online: <http://www1.uwindsor.ca/chemicalcontrol/ordering-chemicals>