



**Chemical Control Centre**  
 B-37, Essex Hall, 401 Sunset Avenue  
 Windsor, Ontario, Canada N9B 3P4  
 T 5192533000 xt3523 F 5199737013  
<http://www.uwindsor.ca/ccc>

## Chemical Control Centre Internal Client Authorization Form

### Account Holder Information:

<b>Name:</b>			
<b>Department</b>		<b>Faculty:</b>	
<b>Office Room # / Building:</b>		<b>Phone or Ext #:</b>	
<b>E-mail:</b>		<b>Fax:</b>	
<b>Alternative Contact <sup>1</sup>:</b>		<b>Alternative Contact Ext.:</b>	
<b>Laboratory Room #(s) / Building:</b>			

<sup>1</sup> – 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 deactivate 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 add the following account number(s) to my profile.
	Please delete the following account number(s) to my profile.
	Please remove the following individuals from my account:



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#### **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.
2. Authorized Personnel must complete [the laboratory safety orientation checklist](#) and appropriate [University of Windsor's safety training](#) depending on the hazardous materials they will be handling.
3. All Authorized Personnel must sign-out any loaner items (ie carts, test buckets, trays, trolleys, etc.) at the CCC front desk.
4. 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.
5. Account holders are responsible to keep an updated chemical inventory. [The Hazardous Materials Information System](#) can be used to keep track of inventory in the lab. Email [ccc@uwindsor.ca](mailto:ccc@uwindsor.ca) for access to HMIS.
6. 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](mailto:ccc@uwindsor.ca)).
7. Any questions or comments regarding your account should be directed to the Chemical Control Centre, at ext. 3523, or by e-mail ([ccc@uwindsor.ca](mailto: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 <https://www.uwindsor.ca/finance/345/uwinsite-finance>. 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:	
SIGNATURE <sup>2</sup> :	
DATE:	

<sup>2</sup> - Signature not required if submitted on-line from a University of Windsor email account.



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**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](#) are allowed to place CCC orders):

Last Name	First Name	Laboratory Safety Orientation Checklist on file with CCC?
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Extra Authorized Personnel sheets are available online: <https://www.uwindsor.ca/chemical-control-centre/298/ordering-chemicals>