

centre for microfluidic systems

in chemistry and biology

DEBIT MEMO - INTERNAL CUSTOMERS

DEPARTMENT OF MECHANICAL AND INDUSTRIAL ENGINEERING

UNIVERSITY OF TORONTO

Mechanical Engineering Building MC405

User(s): _____ Invoice Number: _____
Print Name(s)

Telephone: _____ Invoice Date: _____

Billing Period: _____

Faculty supervisor(s): _____

****Note:** Please fill in all fields below. For users that are co-supervised by multiple PIs, please provide the account information individually. Missing account information will result in a discontinuation of service.

Account Information (Principle Investigator 1)

FIS Account Holder:	_____	
	Print Name	
Cost Centre / Internal Order:	_____	CFC: _____
Fund:	_____	G/L Account: _____
	_____	_____
	Authorized By (Print Name)	Signature

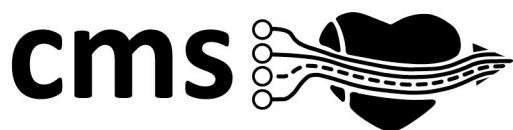
Mailing Address (Principle Investigator 1)

Dept: _____

Building: _____ Room: _____

IMPORTANT

Internal Customers will be debited automatically and will receive a copy of the debit memo



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**Account Information (Principle Investigator 2,
if applicable)**

FIS Account

Holder:

Print Name

Cost Centre /
Internal Order:

CFC:

Fund:

G/L Account:

Authorized By (Print Name)

Signature

**Mailing Address (Principle Investigator 2,
if applicable)**

Dept:

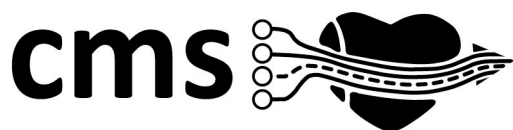
Building:

Room:

Contact Information: Dr. Axel Guenther, axel.guenther@utoronto.ca, 978-1282

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User Fee Structure

Fees are exclusively used to compensate costs for consumables, equipment upgrades, maintenance and repair. Finances of the facility are kept independent from the research accounts of the participating faculty.

1. **Regular User Fee:** **\$35/hr**, 2 hrs per month and user free of charge

New users (Contact PTC at ptc-foundry@mie.utoronto.ca) will be charged a \$50 charge for Foundry access; training will be free of charge.

2. **Reduced Regular Fee:** **\$32/hr**, 2 hrs per month and user free of charge

New users (Contact PTC at ptc-foundry@mie.utoronto.ca) will be charged a \$50 charge for Foundry access; training will be free of charge.

All users either participate at a monthly Foundry Meeting or have excused themselves via email. All have attended at least one Foundry Meeting during the past 3 months.

3. **Reduced Fee for Contributors:** **\$18/hr**, 2 hrs per month free of charge

Contributors are principle investigators that have successfully raised funds in excess of \$10K for new tools (to be) located at the facility. The reduced fee applies to users that are members of a contributor's research group

4. **Courses:** **TBD**

Teaching assistants that are not already Foundry will be trained at the facility (training fee of \$50/hr per TA). TAs that are Foundry users do not require additional training.

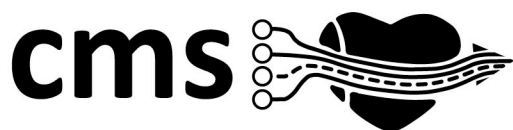
The monthly cap applicable for all academic users in the research group of one principle investigator is \$350. The annual cap applicable for all student users of one principle investigator is \$3,500.

5. **Companies:** **\$70/hr**, 2 hrs per month free of charge

New users will be trained at \$100 charge per user.

There is no monthly or annual cap for company users.

We reserve the right to adapt the outlined fee structure in the future to better reflect usage costs.



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Rules

- All finances are overseen by a Committee consisting Foundry Directors Axel Guenther, Craig A. Simmons and Jonathan V. Rocheleau. Foundry finances will be reported to all PIs semiannually.
- All active users will contact the Process Technology Committee (PTC) with proof of recent Health and Safety Training to obtain Foundry access and to schedule training in the Foundry prior to accessing the facility and before performing fabrication.
- For students that are co-supervised by multiple faculty, each faculty will be individually charged with a fraction of the respective hourly fee
- The PTC will keep track of participation in *Monthly Foundry Meetings*. Participation is encouraged and attendance of two *Mandatory Foundry Meetings* per year required for keeping an active user status.
- All active users are required to promptly and accurately list usage of fabrication equipment on the Microfluidics Foundry's *WIKI* site. Round up usage time for one fabrication session in 0.5 hrs increments.
- Foundry access is limited to 9AM - 5PM on workdays. Afterhours access is only permitted in select cases for experienced users after approval by the PTC and the Foundry Directors.
- Students should plan their fabrication ahead of time, email colleagues from other groups and can reserve equipment on the *WIKI* site. Fabrication is encouraged to be performed in groups of at least two students (buddy rule). The buddy rule is mandatory *at all times* when working with strong solvents, acids and bases. For after hours fabrication, a request should be submitted to the PTC. Requests will be allowed for experienced users.
- All new fabrication processes (other than single and multilayer soft lithography) need to be approved by the PTC prior to usage.
- All participating groups have labeled drawer space in front and a clear plastic box inside the fabrication area. Clean up bench tops and return all masters, petri dishes, devices, etc there after fabrication. Failure to do so will result in a revoked user status.
- Consumables provided by the facility are: 6" petri dishes, nitrile gloves, ethanol, methanol, isopropanol, acetone, nitrogen cylinders, SU8 developer, kim wipes, parafilm, scalpels and razor blades, aluminum foil, scotch tape, microscope slides, fab wipes, Scotch tape (i.e. PDMS and resist need to be purchased individually)
- Users that have been revoked active user status will promptly return their keys.
- Please acknowledge Foundry usage in the Acknowledgement Section of conference and journal publications.

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