

## User Intake in 4D LABS

The following tables outlines the items needed to access 4D LABS.

	SFU Academic Users	Non-SFU Academic Users	Industrial Users	SFU Contract Work	Academic Contract Work	Industrial Contract Work
User Registration Form	X	X	X	X	X	X
SFU Personnel Agreement Form	X			X		
Non-SFU Personnel Agreement Form		X	X		X	X
Corporate Agreement Form			once by the company			once by the company
Purchase Order			X			X
4D LABS Safety Quizzes	X	X	X			
4D LABS Safety Orientation	X	X	X			

Graduate and undergraduate student researchers on the 7000 level only need to complete the User Registration and SFU Personnel Agreement forms followed by the Training quizzes. If they need to access the 6000 level, then they will need to complete the safety orientation at that time.

Users are not allowed to bring guests into the 6000 level of 4D LABS unless they are pre-approved by the staff. If approved, the guest will need to sign into the log book at the reception desk when entering the facility. The hosting user is responsible for the safety of the guest and must be with them at all times.

Students are permitted to bring guests into the 7000 level of 4D LABS, but are responsible for them at all times.