



## ChemTracker New User Request Form

Complete this form to authorize new user access to ChemTracker.

<b>Chemical Owner</b>	
<b>Department</b>	
<b>Locations (Building/Room)</b> All assigned chemical owner locations                      Limited accessed assigned below:	
<b>New User Name (First / Last)</b>	
<b>New User Telephone</b>	
<b>New User Email</b>	
<b>ChemTracker Access Category</b>	Department / Division Administrator Chemical Owner Manager or Senior Staff ( <i>add, edit, delete inventory</i> ) General Staff ( <i>view only</i> )
<b>Access Authorization</b> I authorize the above referenced person access to the Chemical Owner's inventory with the access rights specified.	
_____	_____
<i>Chemical Owner or Laboratory Safety Coordinator electronic signature</i>	<i>Date</i>
<b>Submission Process</b>	
Submit the completed form to EHS at <a href="mailto:chemtracker@med.cornell.edu">chemtracker@med.cornell.edu</a> or by fax to 646-962-0288. You will be notified once your account has been activated. If you have any questions, please contact EHS at 646-962-7233 (1-7233).	