



Nanofab User Policy

The Nanofab is committed to providing an environment conducive to high-quality research and learning. All members of the Nanofab community (students, staff, faculty, and industrial visitors) are expected to act in a professional manner giving courtesy and respect to other members of the community. The actions of any one member of the community have the potential to affect all other members of the community, and all members of the user community should be aware of the potential impact of their actions.

To promote a safer, cleaner, and more useable atmosphere in the lab, we ask all community members to

- 1. READ** Each user is responsible to read and be familiar with the following documents:
 - a. The Lab Usage and Safety Policy.
 - b. The MSDS and Standard Operating Procedures (SOPs) for each chemical that you use.
 - c. SOPs for each piece of equipment you use.These documents do change from time to time, and the Nanofab staff will attempt to notify users of any changes to these documents, but users are ultimately responsible for ensuring compliance with all lab policies.
- 2. BE RESPONSIBLE** Each user is responsible for the equipment and chemicals he or she uses. Each user must follow at least the following minimum guidelines:
 - a. Wear proper personal protective equipment at all times. This includes wearing safety goggles at all times and following the gloving policies as outlined in the Lab Usage and Safety Policy.
 - b. Fill out the log book for all equipment that you use. Do not use a piece of equipment without first reserving it with the online scheduler.
 - c. Label all in-use chemicals. In-use Chemicals should not be left in wet benches for longer than 48 hours.
 - d. Leave all equipment in the same manner as it was found. This includes turning off microscopes and aligners when you are finished using them.
 - e. Store all personal equipment and supplies when finished. Public areas are not to be used for storage of personal items.
 - f. Clean and properly dispose of chemical bottles when they are empty.
 - g. Follow the proper disposal procedures for all chemicals. If you do not know how or where to dispose of something, ask the staff.
 - h. Notify staff immediately in the case of an accident resulting in a spill or broken equipment.
 - i. Each user will be issued only one access card for entering the lab. Users will not share their access card with any other student or user.
- 3. RESPECT**
 - a. Treat all of the equipment and experiments in the lab as if it were your own. Do not dispose of or dismantle an experiment or chemical without first checking with a member of the lab staff.
 - b. If you don't know how to use a piece of equipment, get trained before trying to figure it out on your own.
 - c. If you observe someone failing to follow these guidelines, please help them in a kind manner to understand the correct lab policy.
 - d. Report continued misuse of the lab to a member of the lab staff.
 - e. Report potential safety hazards to a member of the lab staff.

I have read and will follow the policies outlined in this document. I understand that failure to follow these policies may endanger the entire lab environment and serious infractions will result in loss of lab privileges. I understand that I will be held responsible for any damage caused if I fail to follow these policies

Name (Printed)

Date

Contact Phone #

Signature

Faculty Adviser

Email Address