

Western Nanofabrication Facility

User Access Authorization

This form must be signed before authorization to work in the Nanofabrication Facility will be granted.

User Name: _____

Department or Unit: _____ Access Card Number _____

Telephone Extension: _____ E-Mail Address: _____

Facility Policy: The User agrees to abide by all Facility policies, as described in the *Cleanroom Orientation And Training Presentation*. Although the Facility provides a general safety orientation and training on the use of specific equipment, the User assumes the responsibility of completing the required Occupational Health and Safety courses offered by the University of Western Ontario, or equivalent.

An access card will not be granted until a valid comprehensive WHMIS certificate is provided.

Users are not authorized to use chemicals in the Facility until they have completed the *Laboratory and Environmental/Waste Management Safety Workshop* and provided a copy of the certificate.

The User will plan and perform work in such a way as to ensure his/her own personal safety as well as the safety of the others in the Nanofabrication Facility and maintain the integrity of the Facility and its equipment. Courteous, professional and responsible behavior is expected at all times. Failure to comply with the policies or failure to act in a safe and courteous manner may result in expulsion from the facility.

If the User's access card is lost or misplaced, Facility staff must be notified immediately. A \$25 fee is charged for replacement of a lost access card. Damaged cards will be replaced at no cost.

Safety glasses, long pants and clean closed toe shoes are required in the Facility.

Research and Intellectual Rights: The User agrees to acknowledge the Nanofabrication Facility in all publications and presentations referring to work performed in the Facility. For work that requires the development of non-standard processes by Nanofab staff, process engineering time plus instrument fees will be charged. It is expected that suitable credit will be given in any resulting publications in the form of personal acknowledgement or co-authorship, as appropriate. Ownership of rights in intellectual property resulting from the Users' research shall be governed by the policies of the University of Western Ontario. The User acknowledges that he/she is ultimately responsible for his/her own research and that the Facility does not in any way warrant or assure project success. The User is responsible for the security of their work materials and information while these materials and information are within the Facility.

User Signature

I have read, understand and agree with the information contained on this form.

Signature of User: _____ **Date:** _____

Training Staff Authorization

Authorization to work in the Nanofabrication Facility

The user has successfully completed the *Cleanroom Orientation and Training session*. The user has provided a copy of their certificate from successful completion of *WHMIS* training. A Facility access card will be provided to the user for a one-time fee of \$25. The user will be authorized to use individual instruments after completion of relevant training.

Staff Signature _____ **Date:** _____

Authorization for chemical use

The user has provided a copy of their certificate from successful completion of the *Laboratory and Environmental/Waste Management Safety Workshop* and is authorized to use chemicals and resists.

Staff Signature _____ **Date:** _____
