Thank you for your interest in becoming a member of the UCLA Nanofabrication Laboratory. Please read and complete the following steps. All Nanolab Users must attend Orientation, Safety Walkthrough and Core Training. In addition, New Users must pass the Classmarker Cleanroom Safety Test and have valid UCLA EHS Lab Safety Fundamental Concepts Certification.

☐ Use check boxes to be sure all requirements are met.

Step 1 – New User Application, CNSI User Agreement, CNSI Building Access
Three (3) forms must be completed and returned by Wed before Orientation Meeting.

☐ New User Application Form
  • Requires User & PI/Supervisor signatures, billing information (FAU#, PO#, Credit Card).

☐ CNSI Technology Centers User Agreement Form – Requires User & PI/Supervisor signatures.

☐ CNSI Building Access Form – No signatures required.

☐ UCLA EHS Laboratory Fundamental Concepts Certificate – (See Note Below).

☐ Send scans or photos of the above 4 items to nanolab@ucla.edu

☐ For External Credit Card Users ONLY – Complete online CNSI CLMS Application.
  • http://clms.cnsi.ucla.edu/cnsi/clms/request-account.

1. There is no sign-up for Orientation. Find schedule at http://www.nanolab.ucla.edu
2. See Calendar.

Step 2 – Nanolab Orientation Meeting
☐ Orientation Meeting is mandatory for all New Users. Covers safety and cleanroom protocols.

1. Only New Users with forms submitted (Step 1) may attend the Orientation Meeting.

Step 3 – Nanolab Online Safety Test
1. Online Classmarker Safety Test required of all New Users. Details at Orientation.

Step 4 – Safety Walkthrough
☐ Safety Walkthrough is mandatory for all New Users.

1. Only New Users with passing score on Classmarker Safety Test (Step 3) allowed to attend Safety Walkthrough.
2. Dress appropriately for cleanroom entry. Those not dressed properly will be denied access.

Step 5- Core Training
☐ Core Training is mandatory for all New Users.

1. Dress appropriately for cleanroom entry. Those not dressed properly will be denied access.

Note: UCLA EHS Safety Training:

☐ All Nanolab Users (academic & external) must have valid UCLA EHS Laboratory Safety Fundamental Concepts (LSFC) certification. Refresher training required every year.

1. First time trainees & recertification, see UCLA Worksafe. Login or Register. Signup for online class at https://worksafe.ucla.edu/UCLA/Programs/Standard/Control/elmLearner.wml?portalid=Learn erweb
Part 1: User Information (Filled out by Professor, PI or Supervisor)
Carefully read and fill in the following form, especially lab usage dates and signatures. Submission of this form a) confirms the researcher named below needs access to the UCLA Nanofabrication Laboratory for the time duration stated below as part of his/her research activity and b) the Professor/PI/Supervisor acknowledges the work to be done in the UCLA Nanofabrication Laboratory is of a research or prototyping nature requiring special capability found at UCLA. For users claiming the internal rate, you acknowledge that your use of the facility and equipment is solely for the pursuit of UCLA’s academic and research interests. Violators may be barred from using the facility and UCLA employees will be subject to discipline. It is the responsibility of the Professor, PI or Supervisor to notify the UCLA Nanofabrication Laboratory at nanolab@ucla.edu if the status of the researcher changes for any reason (e.g., termination of cleanroom use).

Note 1: There is a $100 one-time, non-refundable startup fee per laboratory researcher.

Note 2: There is a minimum monthly charge per academic researcher or company until the account is canceled/closed. Refer to the current rate sheet for the minimum monthly charge.

Researcher Name_____________________________________ Email_____________________________
If applies, UCLA ID# (9digit)_______________________CNSI Badge#__________NRF Badge#__________
University/Company______________________________________________________________________
PI/Supervisor Name____________________________________ Email_____________________________
PI/Supervisor Signature_________________________________  Date_____________________________
FAU# (UC) or PO# (Non-UC)_____________________________  Recharge# (UC)____________________

Part 2: User Acknowledgement (Signed by Researcher)
I acknowledge that a) I have read and understand the Nanolab Usage Guide, b) attended the Nanolab Orientation and Safety Walkthrough for safety and chemical handling procedures. I am aware of the hazardous material and equipment in the laboratory and I agree to follow UCLA EHS and Nanolab safety and operation procedures.

Researcher Name_______________________________________________________________________
Researcher Signature____________________________________________________________________

Part 3: Indemnification Clause (Non-UCLA Researchers Only)
UCLA shall defend, indemnify and hold (Write Company Name in Blank)______________________________ (henceforth called the User Institution), its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys’ fees) or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of UCLA, its officer, agents or employees.

The User Institution shall defend, indemnify and hold UCLA its officers, employees and agents harmless from and against any and all liability, loss, expense, (reasonable attorneys’ fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the User Institution its officers, agents or employees.

Supervisor/Manager Signature________________________________________ Date_________________
Researcher Signature_______________________________________________ Date_________________
UCLA Environmental Health and Safety is in agreement with the policies set forth in this CNSI Technology Centers General User Responsibility Agreement. In order to conform to the safety standards required by law, UCLA Environmental Health and Safety (EHS) while still allowing efficient operation of the CNSI Technology Centers, it is required that each user sign the following agreement:

1. User has been instructed regarding safety procedures in the CNSI Technology Center in which he or she will be working.

2. User has been made aware of specific safety requirements and location of the safety equipment, first aid kit, safety folder including MSDS, eyewash stations, operation manuals and other tools/materials/equipment essential for safety.

3. User understands that it is the user’s and his or her principal investigator’s responsibility to obtain all necessary safety and other trainings, certificates, records, individual safety equipment etc. required by the law, UCLA safety administration and the CNSI Technology Center in which he or she is working. User may not use facility if he or she has not completely fulfilled and conformed to all safety requirements.

4. All users of facilities in which lasers are used, must take Laser Safety Training offered by EHS. Users should take a refresher course every two years. The schedule for Laser Safety Training classes and self-registration for training may be accessed by clicking the Worksafe link under Registration on the https://www.ehs.ucla.edu/training/schedule web page.

5. User recognizes that the facility managers have the responsibility for safe operation of the labs and the authority to stop or prevent work which, in their opinion, endangers the safety of any users or personnel. In the event of a serious or repeated unsafe work practice, a user may become subject to suspension or even permanent revocation of facility privileges.

6. Visitors to the facility must be escorted by an approved User. User must indicate lab safety procedures to Visitors who will be present while equipment is being used or during other lab procedures. In laboratories where there are lasers, users must make all visitors aware of the laser hazard awareness statement on the door of the the CNSI Technology Center.

7. User will exert all possible efforts to comply with safety requirements when in the CNSI Technology Centers.

User Printed Name ____________________________  Signature__________________________
PI/Supervisor Name_____________________________Signature__________________________

EHS Contact Information
EHS Hotline (310) 825-9797
Laboratory Safety Program: laboratorysafety@ehs.ucla.edu
http://ehs.ucla.edu
BUILDING ACCESS REQUEST FORM

Technology Center Users: Complete Part 1 and Part 2A. Then, email this form, a photo of yourself, and copies of the signed Facilities Use Agreement and Lab-specific User Agreement to the Technology Center Administrator or Director responsible for your training. The Technology Center will request the access card when training requirements have been completed.

Laboratory Tenant: Complete Part 1 and Part 2B. Then email this form along with a photo of yourself to Security@CNSI.UCLA.EDU and cc: your PI. Card requests without the PI on cc: will not be processed.

Lost or Broken Card: Please email Security@CNSI.UCLA.EDU with your name and UID number if applicable.

PART 1: USER INFORMATION (Required)

Request Type: □ NEW CARD □ REPLACE BROKEN/LOST CARD □ RENEW EXPIRED CARD □ ADD ACCESS

First Name       Middle Initial       Last Name       Existing Card Number*

Company/University (if not UCLA)       Home Department       Job Title

Lab/Offer in CNSI       UCLA UID (# applicable)       Phone Number

Email

CNSI Collaborator/PI/Lab Supervisor Name

CNSI Collaborator/PI/Lab Supervisor Email

Alternate Contact/Assistant Name (Optional)       Alternate Contact/Assistant Phone (Optional)

Alternate Contact/Assistant Email (Optional)

* Card number is the five digit number on the back side of access card.

PART 2: LOCATIONS (Required)

A) Technology Center Training Requested for:

☐ Advanced Light Microscopy Spectroscopy Lab
☐ Electron Imaging Center for Nanomachines
☐ Integrated NanoMaterials Lab
☐ Integrated Systems Nanofabrication Cleanroom
☐ Macro-Scale Imaging Lab
☐ Molecular Screening Shared Resource Lab
☐ Nano & Pico Characterization Lab

B) Request Access to:

☐ Other Labs/Rooms:

PART 3 (For Supervisor or PI only)

Start Date (Immediate if left blank)       End Date

This request will be processed within 3 business days. Requests are subject to the approval of the Technology Center Director or PI. An email will be sent to the address listed above with notification that the changes were made or that the new access card is ready to be picked up at the CNSI reception desk.

If you have questions, please contact Security@CNSI.UCLA.EDU.
The UCLA Nanofabrication Laboratory requires a physical or electronic copy of the actual purchase order document, with applicable terms and conditions. This purchase order document must be received prior to the order being processed.

**Purchase Order Must Include the Following Information:**
- Purchase Order Number
- Contact Person & Information – Address, Email, Phone#, Fax#
- Bill to Address
- Ship to Address

**Write Purchase Order to:**
UCLA Nanofabrication Laboratory  
Attn: Jamie Kahng  
420 Westwood Plaza  
Los Angeles, CA 90095

**Submit Purchase Order to:**
Jamie Kahng  
jamie@seas.ucla.edu  
Tel (310) 206-9908  
Fax (310) 206-8495

**Write Check Payable to:**
UC Regents

**Send Remittance to:**
UCLA Nanofabrication Laboratory  
Attn: Jamie Kahng  
420 Westwood Plaza  
Los Angeles, CA 90095