

**Tufts University Microfabrication Facility
Access Request Form Revised: March 2018**



Please complete the steps below, and bring it to your laboratory training session.

Name: _____

ID Number: _____

Email Address: _____

Advisor/Department: _____

Grant #/DeptID: _____

Date Access Requested to Begin: _____

Date Access Expected to Terminate (if known): _____

Complete the following steps:

1. Read the User's Guide, available on the website. Date completed: _____
User Initials: _____

2. Complete cleanroom procedures/safety training and tour with laboratory staff (email lab staff to arrange a time – see <http://engineering.tufts.edu/microfab/> for email addresses). Date completed: _____
User Initials: _____
Lab Manager: _____

3. Complete annual laboratory safety training course from EH&S. Pass post-test and return a copy of the certificate to laboratory staff.
 - a. Tufts EH&S Annual Laboratory Safety Course: Date completed: _____
User Initials: _____
Lab Manager: _____

The user will be responsible for safe and thoughtful use of this shared facility. The user recognizes that there are hazards associated with using this facility, and agrees not to hold Tufts University or its employees liable for injury, loss of property, or death that may result from use of the facilities, except in cases of gross negligence on the part of Tufts University or its employees. The user may not use a piece of equipment until they have been trained on it, and checked out by laboratory staff or experienced users. The user will be required to supply their own wafer boxes and substrates (wafers), and any specialty chemicals that are not available in the fab. The user is required to gain permission to bring any new chemicals into the facility by emailing the lab director, and may be required to supply an MSDS and a description of how the chemical will be used. The user is required to report any accidents or suspected damage to the tools. The user may be required to participate in periodic lab cleans which will be arranged by email.

User Signature: _____

Advisor Signature: _____

Lab Manager Signature: _____