Tufts University Microfabrication Facility
Access Request Form  Revised: June 27, 2016

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

Name: ________________________________

Student ID: __________________________

Student Email Address: __________________________

Department: __________________________

Advisor: __________________________

Date Access Requested to Begin: __________________________

Date Access Expected to Terminate (if known): __________________________

Complete the following steps:

   Date completed: ________________  
   User Initials: __________________

2. Check with your advisor and/or group administrator that funds are available to pay your per-semester cleanroom user fee. Let the lab staff know who to contact to arrange for the payment of the user fee. 
   Date completed: ________________  
   User Initials: __________________

3. 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: __________________

4. 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: ________________  
      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: ________________________________