Initially, a **User Information Sheet** must be completed and submitted to the lab manager in order to establish an account. The JILA Clean Room is a recharge facility and, as such, a speedtype, project number, or purchase order must be on file and will be confirmed with the principal investigator or administrator associated with that account or purchase order.

There are two concerns with regard to use of this special lab: 1) safety and 2) practices which maintain the integrity of the clean room.

### Safety Requirements

**All Users:**

Completion of the JILA Clean Room Safety Module and quiz is required of all users. This module and corresponding quiz can be obtained from the clean room manager, JILA Reception, or online at: [http://jila-kecklab.colorado.edu/forms.html](http://jila-kecklab.colorado.edu/forms.html). Completed quizzes should be submitted to the clean room manager or, in the case of JILA members only, may alternatively submit the quiz to JILA reception if completion of the module was not required at the time of their admittance to JILA.

Before access privileges are granted, all prospective users must do a new user walk-through with a member of the clean room staff who will outline the functioning of and procedures within the clean room and cover particularly important safety issues.

**SEM and Fabrication Bay Only Users:**

Although no addition certifications, such as E.H.&S. Lab Safety and Hazardous Waste Generation and Sealed Source training, are required for use of the SEM or Fabrication Bay instruments and equipment, entry into the lithography area is strictly prohibited without meeting the requirements listed in the next section.

**Lithography Bay Users:**

JILA and Non-JILA CU prospects who wish to use the lithography bay have three additional requirements:

a. It is suggested that prospective users of this bay complete the JILA Chemical Safety Module and quiz, but is required from those who have not worked with chemicals in the past. Likewise, this module and corresponding quiz can be obtained from the clean room manager, JILA Reception, or online at: [http://jila-kecklab.colorado.edu/forms.html](http://jila-kecklab.colorado.edu/forms.html).  

b. The Environment Health and Safety Lab Safety and Hazardous Waste Generation training and quiz must be completed so as to conform with CU’s mandate for chemical users. Training and quiz can be found at: [http://ehs.colorado.edu/training/hazardous-waste-generator-instruction](http://ehs.colorado.edu/training/hazardous-waste-generator-instruction). Email the completed quiz to: chemsafety@colorado.edu. Your lab safety proctor and not the cleanroom manager shall assume responsibility for overseeing initial training and keeping the user compliant. Access privileges may be suspended until renewal if it is determined that a user’s E.H.&S. certification has lapsed.

c. Users should be The E.H.&S. basic radiation training and quiz for Sealed Source completed by all users of the static eliminators in the lithography and fabrication bays. The training and quiz can be found at: [http://ehs.colorado.edu/training/sealed-source-users-instruction/](http://ehs.colorado.edu/training/sealed-source-users-instruction/). NIST and Non-CU clients can be brought into the E.H.&S. system with the clean room manager declared as their principal investigator and lab safety proctor.

### Policies and Practices

A clean room is a unique environment that requires responsible and vigilant behavior on the part of the occupants. Please review [Clean Room Policies and Practices](#).

Access credentials will be granted at the time of the walk-through.