

## **JILA Clean Room New User Request Cover Sheet**

Eligibility for use of the JILA Clean Room is contingent upon completing the requirements outlined below. Different rules apply depending on the type of user and facilities used. There are two concerns with regard to use of this special lab: 1) safety and 2) practices which maintain the integrity of the cleanroom. In addition, the JILA Clean Room is a recharge facility and, as such, a speedtype, project number, or purchase order must be on file before the lab is used. The principal investigator associated with that account will be notified of intent to charge against that account monthly, based on usage.

### **Safety Requirements**

#### **All Users:**

Completion of the JILA Clean Room Safety Module quiz is required of all users. This module can be obtained from JILA Reception or at <http://jila-kecklab.colorado.edu/forms.html> . The quiz can be obtained from and submitted to the Clean Room manager or JILA Reception.

All prospective users must do a new user walk-through with the cleanroom manager. The functioning of the cleanroom and particularly important safety issues will be reviewed and highlighted. Affirmation of completion of all required obligations will also be done at this time.

#### **Fabrication and Lithography Bay Users:**

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

- a. The Environment Health and Safety Hazardous Material/Waste Management training and quiz must be completed so as to conform with CU's mandate for chemical users. Links can be found at: [http://www.colorado.edu/ehs/ppt/HW\\_training\\_slideshow.pptx](http://www.colorado.edu/ehs/ppt/HW_training_slideshow.pptx) and <http://www.colorado.edu/ehs/pdf/HWtest.pdf> . Email the completed quiz to: [ecih@colorado.edu](mailto:ecih@colorado.edu). Your lab safety proctor and not the cleanroom manager shall assume responsibility for overseeing initial training and keeping the user in compliance. The Clean Room manager will request confirmation from the lab proctor that the prospective user is current. Failure of a user to remain current may result in penalties levied by the University against the individual and proctor, and not against the management of the JILA Clean Room.
- b. The E.H. and S. Basic Radiation training and quiz for Sealed Source Users must be 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> . Because failure of a user to remain current with this certification could result in confiscation of the cleanroom's sealed sources and repeal of its radiation safety license, the Clean Room manager will assume the responsibility of informing users of and enforcement of any renewal obligations. Therefore, use the Clean Room manager's name as the Lab Proctor for this certification. E. H. & S. will inform the lab manager of completion and annual renewal notifications.

NIST and Non-CU clients can be brought into the E. H. and S. system with the cleanroom manager declared as their principal investigator and lab safety proctor.

#### **SEM Bay Only Users:**

Although the E.H. & S. HM/WM and Sealed Source Safety quizzes are not required for SEM use, entry into the other parts of the cleanroom beyond the SEM bay and gowning area is strictly prohibited for those without these certifications.

### **Policies and Practices**

A cleanroom is a unique environment that requires responsible and vigilant behavior on the part of the occupants. The cleanroom manager will review the posted and web-accessible Policies and Practices, <http://jila-kecklab.colorado.edu/forms/JILA%20Clean%20Room%20Policies%20and%20Practices.pdf>, at the walk-through.

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