

## **User Eligibilities and Conditions of Use**

### **User Eligibilities**

The JILA Keck Lab is intended for research and development only. Users must require a special capability of the Keck Lab that is not accessible elsewhere.

Non-JILA CU users must be undertaking a valid research project and provide a current account number for eligibility. Similarly, prospective NIST users must provide a project number. Non-CU users must have a purchase order made out to the University of Colorado and a Services Agreement on record to gain and maintain access to the Keck Lab. Non-JILA users may not enter the building after 5:00pm, on weekends or holidays, or when the building is closed for special events.

All prospective users of Keck lab facilities must complete a User Information Form. This document must be on record in the Keck lab before any person can use the facility. Policies and Practices is a more detailed list of rules governing use of the Keck lab.

Access to the Keck Lab does not imply, constitute, or authorize access to other JILA resources, such as the instrument or electronics professional and staff shops or their stores, or other JILA personnel.

### **Conditions of Use**

Training is required to ensure that the equipment remains in working order and for the safety of the users. Training sessions are limited to 3 students at a time. An hourly training fee is charged for instructional time. Rights to an instrument will only be established for users who have been checked out on that instrument.

It is preferred that prospective users of the clean room have some experience working in a microfabrication-controlled environment and be knowledgeable in chemical usage and hazards.

Reservations can be made for equipment in high demand. Reservations may be bumped by users with higher priority at any time 24 hours before the scheduled start time. Rescheduling must be done at least 24 hours in advance, and the user with higher priority is responsible for contacting the user being bumped. No user may bump any other user within 24 hours of the reserved time. There is a 30-minute grace period from the reserved start time, after which the remaining reserved time is forfeited if the reserving user does not show. Reservations may be cancelled at any time without penalty.

Portable equipment may be borrowed for a maximum of 48 hours. It is the responsibility of the user originally checking out the instrument to make sure that its current location is properly noted in the Equipment Sign-Out section on the tablet in the Keck Lab.

Any difficulties or problems with the equipment must be noted and the lab manager informed.

The Keck Lab Manager, currently Scot Bohnenstiehl, has responsibility for overall daily operation of the lab. Supervision of the Keck Lab is assigned to a JILA Fellow; currently Konrad Lehnert. Any issues regarding management of the Keck Lab should be directed to JILA's Chief of Operations, currently Beth Kroger, [bkroger@jila.colorado.edu](mailto:bkroger@jila.colorado.edu). Final authority for the Keck Lab resides with the JILA Fellows.