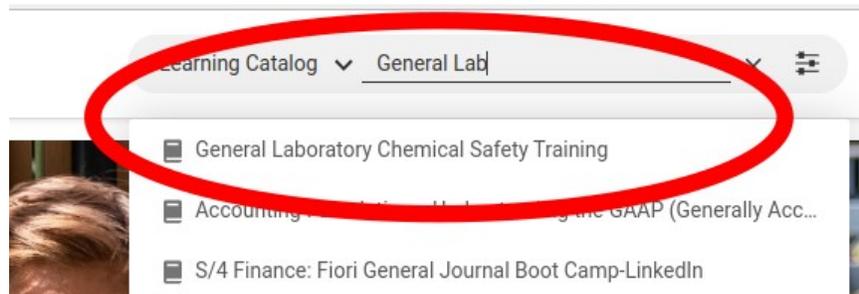


Access manual for the OSC cleanroom

This document will provide a step by step guide to help you gather all the needed paperwork and complete the required training.

1. Go to <https://edgelearning.arizona.edu/> log in with your netID and password. Search for General Lab Safety Training.

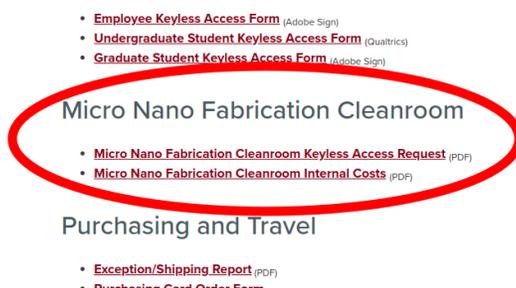


Complete the training and save the certificate you receive at the end by selecting “Print Certificate” and save as a .pdf file.

Do the same for the Highly Hazardous Gas Training and Cryogenic Materials Training.



2. Go to <https://www.optics.arizona.edu/forms> and look for the Micro Nano Fabrication Cleanroom Section.



Fill out the Keyless Access Request form. Parts that sometimes are confusing are shown here. Please fill out all other parts as well.



Micro Nano Fabrication Keyless Access Request

LAST NAME:	FIRST:	CatCard#:	This is NOT your student or employee ID. It is the number on your cat card.
Position/ Title:	Acct# Project: Your supervisor will need to give you this. It is a 7 digit number.		
NetID:	Email:		
Access Start Date:	Account Expiration Date:		
Access End Date: Leave blank if unknown.	Your supervisor or support person should know this.		

With the new cat-card readers you will scan your cat-card to enter **AND** exit the cleanroom. **IF you do NOT scan your exit, your access will be automatically deactivated.**

3. Fill out this form https://wp.optics.arizona.edu/osccleanroom/wp-content/uploads/sites/66/2017/07/Cleanroom_Labspecific.pdf with the trainee (you) information. Leave the rest blank.

4. Once you have gathered all forms as either pdf or print, email rolandh@optics.arizona.edu with the pdfs to make an appointment for the Lab Specific Safety Training. Bring the printouts if you have them.

5. Whats next? After the safety training, you will fill out a quiz and cat card will be activated for facility access. You can now get trained on equipment.