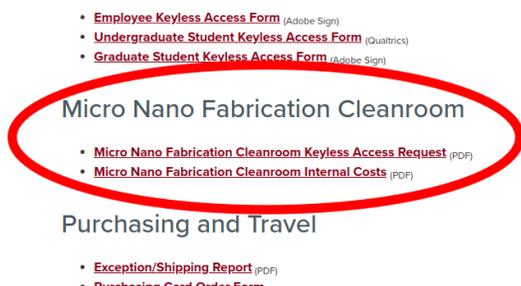# Access manual for the OSC cleanroom

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://www.optics.arizona.edu/forms and look for the Micro Nano Fabrication Cleanroom Section.

- Employee Keyless Access Form (Adobe Sign)
- Undergraduate Student Keyless Access Form (Qualtrics)
- Graduate Student Keyless Access Form (Adobe Sign)

Micro Nano Fabrication Cleanroom

- Micro Nano Fabrication Cleanroom Keyless Access Request (PDF)
- Micro Nano Fabrication Cleanroom Internal Costs (PDF)

Purchasing and Travel

- Exception/Shipping Report (PDF)

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

THE UNIVERSITY OF ARIZONA
Wyant College of Optical Sciences

CatCard
INTEGRITY
COMPASSION
EXPLORATION
ADAPTATION
INCLUSION
DETERMINATION
6017090202212345
Wilbur T. Wildcat

Micro Nano Fabrication Keyless Access Request

LAST NAME:	FIRST:	CatCard#:
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.**

This is NOT your student or employee ID. It is the number on your cat card.

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.**

2. 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.

3. 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.

4. Whats next? After the safety training, you will fill out a quiz and get an invite to the cleanroom slack workspace as well as an invite through Research Laboratory and Safety Services (RLSS) to join the lab.
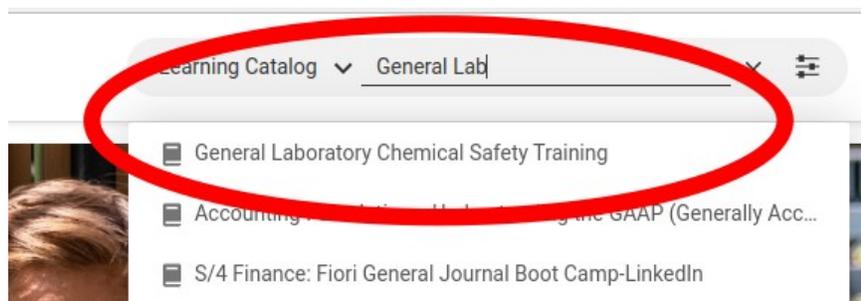
5. Once you accepted the invites navigate to https://research.arizona.edu/compliance/RLSS, scroll down and click on the user dashboard:

Log in with your netID and password and click on Training Requirements.

6. Go to https://edgelearning.arizona.edu/ log in with your netID and password. Search for the Safety Trainings that are required and complete all of them.

Send copies to rolandh@optics.arizona.edu.

7. Whats next? Your cat card will be activated for facility access. You can now get trained on equipment.