

# INRF/ BiON

## New User Checklist

- I. Fill out an Account Authorization Form, Key Issuance Form, & Emergency Notification Form \*
- II. Read the following: [INRF Chemical Hygiene Plan](#), [Lab Safety Manual](#) and [MSDS Literature](#) found online or available in the INRF office.
- III. Complete [INRF & BiON Safety Assessment](#). You must receive a score of 80% or higher. Once complete print result to submit to INRF.
- IV. Complete the EH&S online “Lab Safety Fundamentals” & “Hazardous Waste” courses and print out the EH&S completion certificates to submit to INRF. Users may sign up for the courses through the [UC Learning Center](#). External Users must first contact INRF to set up a UCI Net ID.
- V. Read and complete the Policy Compliance Agreement.
- VI. Complete the [Chemical Usage Form](#).
- VII. Submit documentation from steps I thru VI to Ryan Smith available by email at [sryan@uci.edu](mailto:sryan@uci.edu) or my phone at (949) 824-2819.
- VIII. Receive Keycard from Ryan Smith
- IX. Receive Cleanroom Box and Uniform
- X. Schedule equipment training and have equipment log certified after each training session.

\* External Users must also complete the User Agreement, Waiver Release and submit Certificate of Insurance.



**CLEAN ROOM KEY ISSUANCE FORM**  
THIS FORM MUST BE SIGNED BY ALL ISSUED ELECTRONIC KEYS

Name \_\_\_\_\_ Title: \_\_\_\_\_  
Last, First

Status:  UCI User  Academic User  Commercial User  Sponsor User  Technical  Administrative

**AGREEMENT:** It is understood and agreed that:

- 1.) I am responsible for the University INRF Clean room key issued to me and I will report its loss/theft immediately.
- 2.) The key issued to me may not be reproduced except by the University of California, Irvine.
- 3.) The key is to be returned immediately to the INRF Business Office on termination of my employment or my withdrawal as a user.
- 4.) Each key will cost \$10 and replacement keys will be charged for the same fee.

**SIGNATURE**

I understand the above agreement and take responsibility for the key issued to me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION:**

\_\_\_\_\_  
PI/Supervisor

\_\_\_\_\_  
INRF Facility Administrator

**INRF Use Only**

Key Serial # \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Returned \_\_\_\_\_

INRF Assigned User Name \_\_\_\_\_ INRF Assigned Account Number \_\_\_\_\_

User Status \_\_\_\_\_

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## INRF Emergency Notification Information

Full name \_\_\_\_\_

Department \_\_\_\_\_

Special medical conditions and allergies that medical personnel should be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Person to notify in the event of emergency

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Work phone \_\_\_\_\_

Home phone \_\_\_\_\_

### Alternate emergency contact

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Work phone \_\_\_\_\_

Home phone \_\_\_\_\_

## Policy Compliance Agreement

All users of the INRF and BiON Cleanrooms (students, staff, faculty, and industrial visitors) are expected to act in a professional manner giving courtesy and respect to other users in our research community. The actions of any one user has the potential to affect the successful outcome of research and the safety of all users in our shared community. Therefore it is essential that our users and their responsible PI or Supervisor understand our policies to promote a safer, cleaner and more useable lab.

The following is required of all Users:

### I. MINIMUM COMPETENCIES

- A. Have prior experience working in a lab environment or have a research group that will mentor you
- B. UCI EH&S Safety Training Certification
  - a. Lab Core Safety/ Lab Safety Fundamentals
  - b. Hazardous Waste
- C. Know and understand basic hazards of chemicals in the INRF (See Lab Safety Manual pgs.7-11)
- D. Understand proper procedures for collection, storage and disposal of hazardous waste (Lab Safety Manual pg. 12)

### II. READ (All documentation can be found at: <http://www.inrf.uci.edu/safety/standard-procedures/>)

- A. Lab Safety Manual
- B. INRF & BiON Policy Overview
- C. Chemical Hygiene Plan
- D. The MSDS Literature and SOP's for each chemical that you use
- E. The SOP's for each equipment that you use

### III. BE RESPONSIBLE (Each user is responsible for the equipment and chemical used. Each user must follow the minimum guidelines or be subject to consequences, potentially including expulsion)

- A. Wear proper personal protective (PPE) gear and safety glasses or chemical splash goggles at all times
- B. Always log-in when entering the Facility and log-out when leaving
- C. Fill out the log for all equipment that you use
- D. Complete Chemical In-Use forms for all chemicals presently in use, including contact phone number.
- E. Leave all equipment in the same or better condition it was found. This includes turning off microscopes and cleaning spinners when you are finished using.
- F. Store all personal equipment or supplies in designated areas or lockers. DO NOT store chemicals in your locker.
- G. Follow the proper disposal procedures for all chemicals. If you do not know how to dispose of something, ask staff.
- H. Notify staff immediately in the case of an accident resulting in a chemical spill, broken equipment or injury
- I. Each user will be issued an access card for entering the lab. Users will not share their access card with anyone and must report to staff if lost or stolen.
- J. Report potential safety hazards to Staff
- K. Pay close attention to Do's and Don't signs

### IV. RESPECT

- A. Treat all equipment and experiments in the lab as if they are your own. DO NOT dispose of or dismantle an experiment or chemical without first checking with staff
- B. If you observe someone failing to follow policy or proper procedure, help them in a kind manner to understand
- C. Make an appointment with Lab Staff for equipment or process training, DO NOT interrupt staff for personal training when they are working
- D. Attend weekly Lab Meetings whenever possible as this is dedicated time with our Lab Manager

## Policy Violations

Users that violate INRF/BiON Policies and Procedures as specified in this agreement and in our Lab Safety Manual will be subject to the following consequences listed below. Lab Staff reserves the right to enforce additional consequences if deemed necessary. ***Safety Violations will result in immediate 2 week suspension.***

1 <sup>st</sup> – 3 <sup>rd</sup> Occurrence:	Written warning to the violator and responsible PI/Supervisor
4 <sup>th</sup> Occurrence:	2 week suspension from INRF and BiON Cleanroom(s)
5 <sup>th</sup> Occurrence:	30 day suspension from INRF and BiON Cleanroom(s) and requirement to re-take the Lab Orientation for an additional cost of \$150 internal / \$350 external user.

**Lab Protocol Violations include (but are not limited to):**

- Improper Use of Lockers (ex: storing chemicals, leaving a mess)
- Improper Entry (ex: Using another users key card or username, not logging in, signing in as a guest when you are a user)
- Failure to follow SOP's for equipment or processes (this will lead to suspension from tool)
- Failure to log equipment use and parameters
- Failure to clean up after yourself (ex: after use of spinner, wet bench and utensils)
- Using equipment or supporting infrastructure that you are not trained or authorized to use
- Removing another users samples from equipment or chemicals
- Altering process parameters during another users run
- Theft or unauthorized removal of equipment, materials or chemicals (may result in expulsion)

**Safety violations include (but are not limited to):**

- Failure to comply with the buddy policy
- Improper chemical glove use (ex: touching equipment or door handles with chemical gloves)
- Unauthorized use of the wet bench (users must be qualified before use)
- Improper use of chemical fume hoods or wet benches
- Improper chemical handling, transport, storage, use or labeling
- Improper waste disposal or failure to clean and dispose of empty chemical bottles
- Bringing non-approved chemicals, materials, or people into the lab
- Not following Do's and Don't signs in the lab
- Failure to immediately respond to and/or report equipment problems, injuries or safety hazards including chemical spills

**PI/Supervisor Acknowledgment**

- 1.) I certify that the user named below has met the minimum competencies as listed under section I
- 2.) I have read and understand the INRF & BiON Policies listed in the Lab Safety Manual and will ensure that user violations are limited
- 3.) I understand that there are consequences to policy violations that could potentially lead to additional cost and expulsion of the user named below

\_\_\_\_\_  
PI/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI/Supervisor Name (Printed)

\_\_\_\_\_  
E-mail

**User/ Employee Acknowledgment**

- 1.) I have read and will follow the policies in the Lab Safety Manual
- 2.) I understand that failure to follow these policies may endanger the entire lab environment and serious consequences will result in loss of lab privileges.
- 3.) I understand that I will be held responsible for any damage caused if I fail to follow these policies.
- 4.) I understand that I may be included in photos and/or videos taken during lab usage and they may be shown for INRF purposes

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
E-mail

Participant's Name: \_\_\_\_\_

Please Print

UNIVERSITY OF CALIFORNIA, IRVINE

Integrated Nanosystems Research Facility (INRF)

**Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

**Waiver:** In consideration of being permitted access to or to participate in any way in the activities, work and research within the Integrated Nanosystems Research Facility (INRF) hereinafter called "the activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, their officers, employees, and agents from liability **from any and all claims including the negligence of The Regents of the University of California, their officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the activity.

\_\_\_\_\_  
Signature of Participant      Date

**Assumption of Risks:** Participation in the activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, chemical exposure, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to **INDEMNIFY AND HOLD** The Regents of the University of California, **HARMLESS** from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the activity and to reimburse them for any such expenses incurred.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

\_\_\_\_\_  
Signature of Participant      Date