



Policy Defining Use of the Nanofab Labs during Off Hours of Operation

The Center for Nanoscale Science and Technology's Nanofab Facility, i.e., cleanroom/215, C02-2 /215, and E102/216, is open Monday thru Friday from 7 am to 7 pm. Technical staff members are available during these hours to assist active users and to respond to any safety issues that may arise.

In general, users need to schedule and conduct their work during normal operating hours in order to adhere to the NIST Laboratory Safety Policy.

Under special circumstances, the CNST NanoFab Facility Manager may allow a user to access the Nanofab during off hours on weekdays or on the weekends. Off hours access will be authorized by the CNST NanoFab Manager on a case-by-case basis for specific dates and times only. Users who have been approved for off hour's access will be issued a temporary badge that will allow lab access only during the agreed upon time. Limited availability of a tool or convenience are NOT valid reasons to request off hour's access. If the availability of a tool is an issue, a solution is to plan your research further in advance using the Coral software system.

Off hour's access is limited to Monday through Friday from 7 PM to 10:30 PM, and Saturday and Sunday from 7AM to 10:30 PM. Users may not enter the lab before 7 AM and must vacate the lab by 10:30 PM.

Failure to comply with these policies for NanoFab use may result in the suspension of your Coral account and the revocation of NanoFab access privileges.

Lab users needing extended access should complete the Off Hour's Access form (see attachment) and forward it to the facility manager, via email: NanoFab@nist.gov, no later than 5 business days before the proposed start date of off hours access.

Off hour's access to the CNST NanoFab is granted under the following circumstances:

1. Authorization

Users must receive prior authorization EACH time off hours lab access is needed. Authorization is approved by the CNST NanoFab Facility Manager only. Users requesting access must submit a request form no later than 5 days before off hours NanoFab access is necessary.

2. Access

Users who have received authorization from the facility manager will be issued a temporary visitor badge to allow access for the agreed upon dates and times.

3. Buddy system

Any user wishing to access the lab off hours must be accompanied by another researcher who is also a facility user. Both users must be signed in.

4. Notification

All users must notify the NIST emergency services division line at extension 6190 at each of the following times:

- When entering and leaving a lab on a weekend
- When entering a lab after 7 PM on a weekday
- Promptly at 7PM on a weekday if remaining in a Nanofab Facility
- Upon leaving the NanoFab for the night. All users must vacate the lab by 10:30 PM.