

NFC rules

10/2011

1. All persons in the NFC facilities will have an access card. Your access card is your permission to use NFC facilities and is necessary for gaining entrance. Your access card is NOT a key...it is your authorization to work in NFC facilities; consider it your "passport" to use the facilities. Access cards are individual in nature and must not be used by anyone else. NFC is a self-supporting facility, therefore each individual must run his/her own lab access card through the card reader. Access cards used by persons other than their owner will be confiscated. Do not block laboratory doors open. If you have lost or forgotten your card come to the NFC main office in 1-165 Keller Hall for replacement or a temporary card.
2. All visitors must be preapproved by the NFC office and escorted by an NFC user while in NFC facilities.
3. No food or drink of any kind will be brought or consumed in the cleanroom.
4. Follow the safety procedures and policies described in the NFC [Safety Manual and Laboratory Safety Plan](#), both available at the NFC www site: http://www.nfc.umn.edu/new_users/index.jsp
5. Users will only operate equipment on which they have qualified by NFC staff as having completed the appropriate training. The Coral software system will be used to turn on/off any interlocked equipment.
6. All critical equipment have log books. Each user will sign in the log giving the date and time he or she uses the equipment and other requested information.
7. Clean up after yourself. All users are responsible for maintaining cleanliness in the laboratory and properly disposing of consumed chemicals or other experimental refuse. Users leaving messes and/or contaminating other researcher's experiments will be disciplined.
8. Chemicals/reagents specific to your research should be stored in clear labeled bottles identified by your name, date, contents, and any relevant cautions. Labels should be firmly attached. Any non-labeled items will be destroyed. Bottles should be stored in the appropriate chemical storage cabinet. No liquid chemicals can be stored in tool boxes or general purpose cabinets.
9. In the event that equipment fails to perform correctly, note the issue in Coral, notify the lab staff, and note the problem in the log book. DO NOT attempt repair yourself.
10. Users are discouraged from wearing contact lenses in the cleanroom for safety reasons.

11. Eye protection will be required by all personnel (at all times) inside the Nanofabrication Center cleanroom areas. Eye protection will not be required in Areas 1, 2, or 3, except at the wet bench in Area 2. Eye protection will include either impact resistant corrective eyeglasses or safety glasses complying with the ANSI Z87.1-1989 standard. The chemistry stockroom carries two different safety glasses which are acceptable. There are many other brands which can be purchased from safety equipment vendors such as Lab SafetySupply. NFC will keep several pairs of glasses in the change room for general use.