BROWN
Instrumentation for Molecular and Nanoscale Innovation

IMNI, Box M
(401) 863-6700
IMNI@brown.edu
IMNI.brown.edu

Nanofabrication Central Facility
Internal User Agreement

☐ New Application
☐ Update Application

Date: _____

1. User Information:

Last Name		**First Name**		**Middle Initial**	
Position Title		**Faculty Advisor**			
Home Department		**Phone Number**			
Brown Username (AuthID)		**Brown Email**			
Expected Completion or Departure Date from Brown					

2. Default Account Information:

Account Driver WorkTag		**Account PI or Responsible Person**	
Program WorkTag (if applicable)	PRG	**Account Department**	
Assignee WorkTag (if applicable)	A	**Account Funding Agency**	
Additional WorkTags		**Account Expiration Date**	
Account Description			
If Default Account PI is NOT the user's Faculty Advisor, please explain			

3. Environmental Health & Safety Compliance:

By initialing here _____ I certify that *I have attended and will remain current* on the required Brown University EHS training, which is required for ALL personnel who enter the Nanofabrication Central Facility.

Have you Completed and remain current on the following EHS Training?

Lab Safety Training	Hazardous Waste Training	Hydrofluoric Acid Exposure Training
Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

IMNI Administrative Use

Next Lab Safety Training Due:	Next Hazardous Waste Training Due:	Next Hydrofluoric Acid Exposure Training Due:

4. Description of Research Project:

5. Instrumentation (indicate which of the following you intend to use):

☐ **Clean Room Only** (this includes use of chemicals, spinner, hot plate, and hood)
☐ **Research Engineer Time** (to run samples on your behalf)

Major Instruments	Supportive Instruments
☐ Heidelberg MLA 150 Maskless Aligner	☐ RTA Rapid Thermal Annealer
☐ Karl Suss MJB3 UV300 Mask Aligner	☐ Wet & Dry Oxidation Furnace
☐ NIL Technology Nano Imprinter	☐ Annealing & Drive-in Heat Treatment
☐ Newport-Oriel Flexible Mylar Mask Lithography	☐ Dektak3 Profilometer
☐ Cambridge Fiji F200 Atomic Layer Deposition	☐ JA Woolam M-2000 Ellipsometer
☐ Angstrom Engineering Electron-Beam	☐ Karl Suss 200mm Precision Manual Analytical Prober
☐ Lesker Lab-18	**Key for Processes**
☐ Angstrom Multi-Target Sputtering System	Lithography
☐ Angstrom Organic Evaporator	Thin Film Deposition
☐ PlasmaTherm Model 790 RIE/PECVD System	Plasma Etching
☐ SPTS LPS Inductively Coupled Plasma RIE System	Furnaces
	Characterization

Nanofabrication Central Facility
Internal User Agreement

I hereby apply to use the IMNI Nanofabrication Central Facility and agree to the following:

1. Laboratory Orientation and Instrument Training will be scheduled by the NCF Research Engineer via e-mail or phone. The training session must be completed within 30 days of this application or this application will need to be resubmitted with current information. I agree to review the current NCF Rate Schedule. Information on rates and fees can be found at www.brown.edu/IMNI.
2. I certify that I have attended the required Environmental Health & Safety training sessions: Laboratory Safety Training, Hazardous Waste Training, and Hydrofluoric Acid Exposure Training. I will maintain compliance with these training requirements that are mandatory for all NCF users. I understand that a lapse in training will result in the suspension of access privileges until training has been completed.
3. During the NCF training, I will be shown the location of the safety supplies and Material Safety Data Sheets of the most common chemicals used in the facility and the equipment. I will download the NCF Chemical Hygiene Plan from www.brown.edu/IMNI. I agree to read and familiarize myself with these documents and with the properties and risks of any chemicals used in the NCF. **Please initial here:** _____
4. I agree to report instrument malfunctions or facility issues immediately to the NCF Research Engineer via email at: joonhee_lee_1@brown.edu
5. I agree to use my Brown University Identification Card as an access card to enter the facility and to supply information allowing the customary charges to be made for my use of the equipment and supplies. *I will not share my ID card or allow access to other user my access codes*.
6. I understand that I will be added to the NCF email list, instrument reservation calendars, and temporary data storage system (as applicable). I understand I am responsible for my research data, and I agree to transfer my data from the temporary data storage system within 30 days.
7. I agree to provide any updated information on this agreement to the IMNI Administrative Office via email at: IMNI@brown.edu. I understand the expiration of the default account number will result in removal of my access privileges until an updated account has been provided.
8. I understand that failure to abide by these terms may result in losing the privilege of using the facility either temporarily or permanently and my advisor or supervisor being notified of the reason(s).
9. I hereby grant permission to Brown University and its representatives to take photographs or videos of me and/or to make recordings of my voice in the Electron Microscopy Core Facility and agree to the conditions outlined in the Brown University Image Use General Consent and Release Form.

User's Name (Please Print)	User's Signature	Date

Advisor's Name (Please Print)	Advisor's Signature	Date

IMNI Administrative Use Only

Fund Approval (Initial & Date)	Safety Approval (Initial & Date)	Research Approval (Initial & Date)

Brown Group / Administrative Checklist	
☐ imni-NCF_users@brown.edu	Next-day card access to the facility
☐ imni-NCF_MLA-150_MasklessAligner@brown.edu	Next-day access to the MLA computer
☐ Info Added to NCF User Profiles	
☐ Isilon Folder created for temp storage (MLA only)	
☐ Agreement to User & Faculty Advisor	
☐ Agreement to Dept. Account Person	
☐ Agreement to Research Engineer	