****

**Idaho Microfabrication Laboratory (IML)**

**External Users Access Request Form**

WELCOME! to the IML. Please complete this form as thoroughly as possible to give us an idea on the scope of your project. Before you can access the lab, you must first undergo a safety program designed to keep both you and other users of the IML safe while using the equipment/chemicals located inside the lab. Listed below are the steps necessary for you to be granted access to the IML. Please complete them in the order given.

Contact Info (please print)

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Office phone/alternate phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. BSU Faculty Contact (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access Request (please print)

1. Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is this a federal grant? (Y/N): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. If Yes, please include grant number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Desired equipment to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date access requested to start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Date access expected to terminate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Information

1. Purchase Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Purchasing Dept. Contact/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete the following steps (help from the IML manager is available):

* Read and pass required EH&S web-based training modules required for the IML

http://coen.boisestate.edu/safety/skillport-lab-safety-training/

* 1. IML SOP
	2. Compressed Gas
	3. Hazardous Waste
	4. Electrical Hazards
	5. Hazard Communication
	6. Emergency Action Plan
	7. Chemical Hygiene Plan
	8. Ultraviolet Light Sources
	9. Flammables
* Attend IML Safety Training Lecture (schedule with IML manager)
* Attend IML Lab Orientation (schedule with IML manager)
* Fill out IML Users Agreement
* Return completed and signed forms to IML manager

Once you have completed all of the items on this checklist, you can then proceed to become a certified user of equipment located in the IML. There are training worksheets you will need to complete before becoming a certified user of cleanroom equipment and they can be obtained from the IML manager.