

TRAINING AND ADMINISTRATIVE REQUIREMENTS FOR OBTAINING ACCESS  
TO PRISM MICRO/NANO FABRICATION LABORATORY

7/1/08

**1. General safety training:**

- 1.1. All Princeton University users (graduate and undergraduate students, faculty, staff, postdoctoral fellows, visitors, summer students, etc.) must take the general laboratory safety course offered by Environmental Health and Safety (EH&S) of Princeton University **before** using the PRISM Micro/Nano Fabrication Laboratory. This course is mandatory for all Princeton University students and employees. The schedule of the monthly EH&S safety courses can be found at <http://www.princeton.edu/sites/ehs/Training/calendar.htm>.
- 1.2. Corporate and other outside users must submit a signed statement from their employer that they are familiar with the procedures for chemical handling and laboratory safety or they must take the EH&S safety course **before** using the PRISM Micro/Nano Fabrication Laboratory. The schedule of the monthly EH&S safety courses can be found at <http://www.princeton.edu/sites/Training/calendar.htm> and the course is free.

**2. PRISM-specific safety training:**

**All users** must read the PRISM-specific safety information and take the quiz. Passing the quiz is a necessary condition for obtaining access to the PRISM Micro/Nano Fabrication Laboratory. All users may be required to retake the quiz every year to comply with changes in safety procedure. The instructions for the web quiz can be found at [http://prism.princeton.edu/PRISM\\_cleanroom/PRISM\\_web\\_quiz.htm](http://prism.princeton.edu/PRISM_cleanroom/PRISM_web_quiz.htm).

**3. Basic microfabrication techniques:**

**All users** must complete the 'Introduction to Microfabrication' lab course. Undergraduates must complete the lab course prior to entering the cleanroom, while all the other users (graduate students, post-doctoral fellows, visiting researchers, or industrial visitors) must complete the lab within six months of entering the cleanroom. This condition may be satisfied by the following:

- (i) microfabrication course for incoming EE graduate students in August.
- (ii) ELE 208 course (undergraduate course, spring semester).
- (iii) MSE 531 course (graduate course, fall semester).
- (iv) Special 2-week-long Introduction to Microfabrication lab short courses offered in June and/or January. DO NOT assume these courses are being offered unless you have checked with the Lab Manager first. The cost of the course is \$1,000 for Princeton University users (only \$100 for undergraduate students) and \$3,000 for outside users. Please submit the completed registration form to Conrad Silvestre by the end of the business of day the Friday immediately before the course starts. Princeton University users [click here](#) and outside users [click here](#).

This includes all users except those having extensive process experience – to be determined by Pat (George) Watson. Until this course is completed, the use of the equipment will be restricted.

**4. Administrative requirements / membership:**

- 4.1. Graduate students, post-doctoral fellows, research staff, visitors – the advisor pays the Micro/Nano Fabrication Lab access fee.
- 4.2. Undergraduate students – are charged a student rate of \$100 per summer or semester.
- 4.3. Outside users – the organization must be a current PRISM affiliate, each user must be appointed by the Dean of Faculty of Princeton University and 1-year access fee must be paid before access is granted.

After satisfying all requirements above one becomes an authorized user of the PRISM Micro/Nano Fabrication Laboratory. The user needs to see the PRISM Lab Staff to organize the following:

- To get an electronic entry to the cleanroom and a cleanroom badge.
- To provide username and password for the web equipment sign-up.
- To get locker, safety glasses, splash goggles, and sample box.
- To be added to the PRISM 'Recipe exchange' and 'prism-cleanroom' e-mail list.