

# FEMTO Lab Information

Employee/Postdoc/Student/Guest:		
	Print Name	Date

The following information outlines the steps necessary to obtain access to the FEMTO lab. Initial next to each line item in both sections A and B. Please collect all necessary signatures on Page 2.

## Section A: Process (Initial each one once completed)

- \_\_\_\_\_ 1. Provide certification of completion for the UCSB Lab Safety Training program found here: log-on here: <https://www.learningcenter.ucsb.edu/> Complete: Fundamentals of Laboratory Safety: [LS-60](#) Laser Safety: [SBHLSF-RA04-TOP](#)
- \_\_\_\_\_ 2. Obtain an Access card 6 –Digit Badge # \_\_\_\_\_  
 a. Obtain an Access Card (if you do not already have one) with Lab Door Access at the UCen Information Desk  
 b. Obtain appropriate signatures on an Access Authorization Form (Yellow form for Internal Users/ Purple Form for Outside Users)  
 c. Take signed Access Authorization Form to the ECE Shop located in Harold Frank Hall, Room 1160
- \_\_\_\_\_ 3. Complete FEMTO lab training. (Coordinate a training time by emailing Tin at: [tkomljenovic@ece.ucsb.edu](mailto:tkomljenovic@ece.ucsb.edu))
- \_\_\_\_\_ 4. Completed and Sign the Laboratory Worker Safety: Training Needs Assessment and Documentation (LHAT)  
 FEMTO Training completed on: \_\_\_\_\_
- \_\_\_\_\_ 5. Read all three sections of the the FEMTO Chemical Hygiene Plan (rev. 2/2017). Sign the acknowledgment on page 2 - that you have read and understood the three sections of the Chemical Hygiene Plan update. (<http://optoelectronics.ece.ucsb.edu/femto-lab-information>)
- \_\_\_\_\_ \*6. Off-Campus users must complete a Waiver of Liability (Contact Bowers-Admin at [bowers-admin@ece.ucsb.edu](mailto:bowers-admin@ece.ucsb.edu))

## Section B: User policies and procedures:

- \_\_\_\_\_ 1. **Always** use the card readers when entering and exiting lab. Users: Failure to use the exit reader will result in revoked access.
- \_\_\_\_\_ 2. The lab door is to remain closed, but in the event that it is open or you are following another individual into the lab, you must pass your key card over the readers.
- \_\_\_\_\_ 3. You must stay in the lab until completion of an experiment. If you need to take a short break, the exit and entry process must be used each time.
- \_\_\_\_\_ 4. Preference goes to Bowers' group members for all equipment usage.
- \_\_\_\_\_ 5. Removal of equipment is only allowed with written permission. Send requests to [tkomljenovic@ece.ucsb.edu](mailto:tkomljenovic@ece.ucsb.edu) and [bowers-admin@ece.ucsb.edu](mailto:bowers-admin@ece.ucsb.edu).
- \_\_\_\_\_ 6. Email any equipment issues to [tkomljenovic@ece.ucsb.edu](mailto:tkomljenovic@ece.ucsb.edu)
- \_\_\_\_\_ 7. Lab information will be distributed via email. Forward email address updates to [bowers-admin@ece.ucsb.edu](mailto:bowers-admin@ece.ucsb.edu)
- \_\_\_\_\_ 8. Smoking is not allowed in or near any building on campus.
- \_\_\_\_\_ 9. Pathways and all lab doors must be accessible at all times.
- \_\_\_\_\_ 10. Lab furniture is braced for safety; do not attempt to move it.
- \_\_\_\_\_ 11. Should the fire alarms sound, quickly and calmly leave the building and assemble outside, on the other side of the bike path, near the Chemistry Building.
- \_\_\_\_\_ 12. A First Aid kit is available for small injuries and located near the front door.
- \_\_\_\_\_ 13. Emergencies related to personal injury or structural issues require a call to 9-911. Follow-up with a call to the ECE Department Safety Representative Paul Gritt at 805-893-5775

# FEMTO Lab Information

## Employee/Postdoc/Student/Guest:

I have read the above FEMTO Lab policies and procedures (both Sections A and B on Page 1) and agree to abide by them and any changes in the future. I further understand that my FEMTO lab privileges may be revoked at any time and for any reason.

Employee/Postdoc/Student/Guest Signature

Print Name

Date

Email Address

Group/Company

## FEMTO Chemical Hygiene Plan (2016-2017)

Link: <http://optoelectronics.ece.ucsb.edu/femto-lab-information>

By signing below, you acknowledge that you have read Sections I, II, and III of the Chemical Hygiene Plan for the FEMTO lab and understand the policies and procedures discussed in this document. **Note: This document is subject to change. An updated hard copy will be kept in the lab and soft copies can be found on the measurement computers or group website.**

Signature (FEMTO CHP Acknowledgment)

Print Name

Date

## PI/Employer Information:

Access is only available to academic research groups and companies who actively collaborate with the Bowers group.

- \_\_\_\_\_ 1. FEMTO Lab is currently a non-recharge lab
- \_\_\_\_\_ 2. Failure to use Exit Reader will result in a Warning and at a maximum Revoked Access for excessive occurrences.

I (the PI/Employer of the person listed above) have read and agree to the above information. I further understand that FEMTO lab privileges for my user(s) may be revoked at any time and for any reason.

**PI/Employer:**

PI/Employer Signature

Print Name

Date

Email Address

Company/UCSB Department

Accounting Contact

Authorization By Professor John Bowers if not PI:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_