

# THERMO Lab Information – Polisher Only

Employee/Postdoc/Student/Guest:		
	Print Name	Date

The following information outlines the steps necessary to obtain access to the THERMO 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: <http://ehs.ucsb.edu/training/lsvideo.html> Fundamentals of Laboratory Safety: [LS-60](#) Laser Safety: [SBHLSF-RA04-TOP](#)
- \_\_\_\_\_ 2. Obtain an Access card 6-Digit Badge # \_\_\_\_\_
- Obtain an Access card (if you do not already have one) with Lab Door Access at the UCen Information Desk
  - Obtain appropriate signatures on an Access Authorization Form (Yellow form for Internal Users/ Purple Form for Outside Users)
  - Take signed Access Authorization Form to the ECE Shop located in Harold Frank Hall, Room 1160
- \_\_\_\_\_ 3. Complete THERMO lab polisher training. Coordinate a training time by emailing Alexander at [spott@ece.ucsb.edu](mailto:spott@ece.ucsb.edu)
- \_\_\_\_\_ 4. Completed and Sign the Laboratory Worker Safety: Training Needs Assessment and Documentation (LHAT)  
THERMO Training completed on: \_\_\_\_\_
- \_\_\_\_\_ 5. Read all three sections of the the THERMO Chemical Hygiene Plan (2016-2017). 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. **You must sign the logbook indicating the entire duration of time spent on the equipment you are using. You will be billed according to the logbook. The electronic data will be used as backup. Discrepancies between the logbook and door data will be billed at a rate of \$23.73/hr for inside users and \$55.00/hr for outside users. There will automatically be a 1 hour minimum charge for all lab use.**
- \_\_\_\_\_ 2. **Always** use the card readers when entering and exiting lab. Failure to use the exit reader will result in a maximum three-hour usage fee (\$71.19/ \$165.00).
- \_\_\_\_\_ 3. 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.
- \_\_\_\_\_ 4. 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.
- \_\_\_\_\_ 5. Preference goes to Bowers group members for all equipment usage.
- \_\_\_\_\_ 5. Removal of equipment is only allowed with written permission. Send requests to [spott@ece.ucsb.edu](mailto:spott@ece.ucsb.edu)
- \_\_\_\_\_ 6. Email any equipment issues to Alexander Spott [spott@ece.ucsb.edu](mailto:spott@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

# THERMO Lab Information

## Employee/Postdoc/Student/Guest:

I have read the above THERMO 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 THERMO lab privileges may be revoked at any time and for any reason.

Employee/Postdoc/Student/Guest Signature

Print Name

Date

Email Address

Group/Company

## THERMO Chemical Hygiene Plan (2016-2017)

Link: <https://optoelectronics.ece.ucsb.edu/thermo-lab-information>

By signing below, you acknowledge that you have read Sections I, II, and III of the Chemical Hygiene Plan for the THERMO 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 (THERMO CHP Acknowledgment)

Print Name

Date

## PI/Employer Information:

- \_\_\_\_\_ 1. Thermo Lab fees for **Polisher Only**
- a. On-campus User: \$23.73/hour
  - b. Off-campus User: \$55.00/hour
- \_\_\_\_\_ 2. Failure to use Exit Reader fees: Maximum per instance.
- a. On-campus User: \$71.19
  - b. Off-campus Use: \$165.00
- \_\_\_\_\_ 3. UCSB will provide monthly invoices with Net/30 terms.

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

### PI/Employer:

PI/Employer Signature

Print Name

Date

Recharge Account

Project Code

Accounting Contact

Authorization By Professor John Bowers if not PI:

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

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