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Cleanroom Access (Internal) Users Procedure

Objectives:

- To ensure all local Users have authorisation to use the EEE Cleanroom Facility
- Funding for access and use is clearly stated and available

Item	Description of task	Responsibility	Record &/or document
1.	When receiving a request for access from a new user. Determine the type of access required, e.g. Growth lab, Device Fab, Subfab (Go to Step 2), DCA or Visitor. <i>(Note: A Visitor is defined here, as someone accessing the cleanroom facility for longer than half a day, e.g. attending a training course).</i> Else email details to Nanoscience Facility Manager. Go to STEP 4	All Nanoscience staff	Email
2.	If access is for Subfab or Visitor , email details to technical staff (Jon Wall jon.wall@sheff.ac.uk). Go to step 3.	All Nanoscience Staff	Email
3.	Technical staff shall arrange and carry out safety talk in line with the University's safety procedure. Visitors to the cleanrooms shall be informed that they can ONLY enter the cleanroom facility when accompanied with the staff member who is guiding/supervising them. And at NO time shall they be left unsupervised whilst in the cleanrooms. Technical staff shall record new Subfab users and/or Visitors details in the Subfab&Visitors google docs record: QR-OPS-13 PROCEDURE STOPS HERE	Jon Wall (jon.wall@sheff.ac.uk)	QR-OPS-13 Subfab & Visitors (Google doc)
4.	Determine the type of access required, e.g. Growth, Device Fab or DCA <ul style="list-style-type: none"> • Email a copy of the required record: Growth Lab Access Form or Device lab Access Form to the person making the request. It is then their responsibility to get the record signed/authorised by either: the PI holding the grant or the person with the authority to issue payment for cleanroom charges incurred. Issue a quote for the access time - if required Indicate that by signing the record they are agreeing to pay all cleanroom charges, either incurred by them or the person(s) named on the signed record.	Nanoscience Facility Manager	Growth Lab Access Form Or Device Lab Access Form Access Records

Item	Description of task	Responsibility	Record &/or document
5.	<p>Upon receiving a completed access record, ensure all the relevant details are correct.</p> <p>If correct then:</p> <ul style="list-style-type: none"> ● email the User requiring access, with the cleanroom welcome letter, included in this is a link to the cleanroom induction document ● Arrange a time for the induction to take place <p>Go to step 8.</p> <p>If details are incorrect, send the document back for correction, inform Nanoscience Facility Manager, then go to step 4.</p>	Nanoscience Facility Manager	<p>QR-OPS-4A Cleanroom Inductions (Google Doc)</p> <p>QR-OPS-13C Cleanroom Safety Induction</p>
6.	<p>Inform the person requesting the access why authorisation was not given. Email the technical staff that access has been declined for the User in question, until further notice.</p> <p>If the request is re-submitted go back to step 5.</p> <p>if not re-submitted then PROCEDURE STOPS HERE</p>	Nanoscience Facility Manager	Email
7.	<p>Nanoscience Facility Manager shall store the signed hard copy.</p> <p>PROCEDURE STOPS HERE</p>	Nanoscience Facility Manager	User Access/Training Records
8.	<p>Technical staff shall activate the safety induction/training procedure.</p>	Technical Staff	QP-OPS-4
9.	<p>When receiving training records from a new User, Nanoscience Facility Manager shall check that they are still compatible with their access request made in the records Growth Lab Access Form or B.</p> <p>If it is then their training records shall be updated accordingly.</p> <p>If it is NOT, go to the next step</p>	Nanoscience Facility Manager	<p>QR-OPS-4DEV QR-OPS-4MAC & Growth Lab Access Form Or Device Lab Access Form Access Records</p>
10.	<p>Nanoscience Facility Manager shall issue the user with the relevant access record and request that they get approved by their supervisor/manager.</p> <p>The Users training records and access to equipment shall not be granted until authorisation is obtained.</p>	Nanoscience Facility Manager	<p>Email & Growth Lab Access Form Or Device Lab Access Form</p>