



# **Micro/Nano Fabrication Center**

## **Safety Training & Keys/Codes**

### **Step 1: Required Safety Training (All Clients)**

a) Please get your UofA "Net ID" and your UofA email. Please refer to <https://netid.arizona.edu/> to setup one if you don't have one already. All clients will be issued a "Net ID" and password by the University Information Technology Services.

b) Using your UofA email please send a request to:

[mfc\\_staff@list.arizona.edu](mailto:mfc_staff@list.arizona.edu)

Please place "**Please add me to safety approval #20071 MFC**" in the subject line. This request will be reviewed and forwarded for RLSS.

c) It may take up to 3 business days for you to receive an email invitation in reply to your request from **RLSS-CHEM-SUPPORT**. Follow the instructions in the email & accept invitation. If you do not, please feel free to contact [rlss-chem-support@email.arizona.edu](mailto:rlss-chem-support@email.arizona.edu) with a followup email.

d) Using your Net ID and password please log into the RLSS [User Dashboard](#) and click on Notifications/Training Required to view the course. This course typically takes 1.5 – 2 hours to complete.

### **Step 2: Required MFC Specific Safety Training (All Clients)**

We provide all clients with an overview of safety requirements needed to safely complete their tasks. We are a CSL-3 facility with a number of highly toxic and pyrophoric chemicals required for fabrication stored and used on-site.

Following the successful completion of your online chemical safety course in Step 1, please contact an MFC staff member at [mfc\\_staff@list.arizona.edu](mailto:mfc_staff@list.arizona.edu) to schedule the facility specific one-on-one safety orientation. The training will be scheduled once a week at a time convenient for all requesters for that week.

Prior to your one-on-one safety tour appointment please review link 1) and the summary of rules at link 4) while carefully reviewing info. presented at links 2) and 3) below:

**[1\) Material Safety Data Sheets \(MSDS\) !](#)**

**[2\) MFC Emergency Response Guide](#)**

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***"Safety First!"***



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### **3) Chemical Disclosure is a MUST!**

### **4) MFC Safety Rules**

Please print & bring a copy of the [MFC Safety Tour Participant Checklist](#) to your appointment. Make sure you have reviewed all items and signed the form before leaving after the completion of the tour.

### **Step 3: Keys & Access Code Requirements**

Our single access & short term clients (<30 days) will not be issued keys/door access codes, although exceptions could be made. Access will be available M-F 8am-5pm and must be pre-arranged through an MFC staff member. Please email [Staff Member](#) to make arrangements.

Keys & Access codes are issued generally only to Long Term (>30 days) clients:

- a) A valid CatCard is required to gain access to the building, offices, and laboratories on campus. Industrial clients will be granted a Designated Campus Colleague (DCC) status and issued a CatCard. Please contact an MFC Staff [member](#) to initiate the process.
- b) Please download and print the access form and fill it out:  
<http://ece.arizona.edu/forms/AllRequestFormv5.pdf>

An MFC staff member can help you fill out the access form if needed. We will need a copy of your valid CatCard. You will then be notified via email when the codes or keys are available for you to pickup in person.

### **PER UNIVERSITY POLICY:**

**YOU SHOULD NEVER SHARE YOUR KEYS OR CODES WITH ANYONE. IF YOU BELIEVE YOUR KEYS OR CODES HAVE BEEN COMPROMISED, CONTACT MFC STAFF IMMEDIATELY!!!**

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