

Instructions to Request Access to Chase and/or Clean room

Step 1: Safety Requirements:

1. Enroll in the next “General Laboratory Chemical Hygiene Training (i.e., Lab Safety Training)” On the UA web site under <http://fp.arizona.edu/riskmgmt/training.htm>
2. Upon completing the safety course, please have the Safety training staff send a copy of your certificate, stating that you have passed the safety class

Step 2: After completing the safety training class:

1. And before access the lab, Omid Mahdavi and/or Sean Essex will provide user with a safety tour of the Lab and provide you with an overview of any safety requirements needed to perform your work in the lab.

Step 3: Keys and Pass Codes Requirements:

1. Visit MFC website: <http://mfc.enger.arizona.edu> and download the single or monthly access form, you will need, and fill out all the requested on the form (fill out form completely, do not leave any section blank) then have PI sign it, then bring to Mike Berman office (ECE Bldg., Rm. 201) for signature and processing.
2. Download a copy of How to Get Access, on our website. This will provide you with directions on getting access.
3. Mike Berman will sign and send a copy to Lewis DuPont and Curt Booth with instructions.
4. You will then need to follow up with Curt Booth (ECE Bldg., Rm. F228, office phone 621-2434) on getting keys and access codes. Curt will assist you in getting your Key Card (a \$25 key deposit is required) and will instruction you on getting your keys at the Main Key Desk located at 1117 E. 6th St Bldg. 180, office phone 621-1612 and take with you the key card to get your keys.
5. Lewis DuPont (ECE Bldg., Rm. 320, office phone 621-4610) will assist you with getting access codes, and will email you when ready; you will then need to sign to receive these access codes.