

This document defines the terms and conditions of use of the Nanofabrication Facility Lab at the Institut Català de Nanociència i Nanotecnologia (ICN2).

1. User Registration

Anyone who wishes to use the Nanofabrication Facility Lab services for the first time must first register as a new User.

To do this, they must fill in the Internal or External User Registration Form available on ICN2's website (www.icn2.cat).

When an application has been accepted, the User will be notified via email.

After a brief meeting with the Nanofabrication Facility officer, each user will be required to complete a Nanofabrication Facility Lab safety quiz (accessible through the ICN2 Intranet).

Users will agree to inform the Nanofabrication Facility of any changes in their personal data and/or data of their company/institution.

2. Use of Facilities and Equipment

Only registered Users can access the Nanofabrication Facility Lab and equipment. Visitors to the Facility require pre-approval from the Nanofabrication Facility officer, and must be led by a nominated host. Users are not permitted to take casual visitors for tours in the Facility Lab.

The Facility Lab has a 96 m², distributed in rooms class ISO6 and ISO7. It is a specially designed installation with low pollution and, therefore, a working environment with the smallest number of particles in suspension. Upon first access to the facility, the User will have an interview with the Nanofabrication facility officer, who will inform them and provide documents pertaining to the basic rules to follow when using the facility and the equipment located therein.

Before using any piece of equipment on their own, the User will receive the training necessary to make proper use of the equipment, as well as clearance as an independent user from the person in charge of the equipment.

The User agrees to use the equipment properly, following the instructions received from the person in charge, and to read the operating manual related to the equipment if required. They must also properly fill in the equipment's logbooks, and maintain adjacent work areas clean and tidy after completing their work.

The User is also responsible for the proper handling of the chemical reagents and all materials used, and of using the personal protective equipment (PPE) needed while undertaking their work.

If the User observes any faults or malfunction in the equipment, they must notify the Nanofabrication Facility staff immediately via email at nanofab@icn2.cat.

If there is any misuse of the facilities and/or equipment, the User's rights to access the Nanofabrication Facility Lab will be restricted or even revoked. If such misuse causes damage to the facilities and/or equipment, repair costs will be charged.

ICN2 will not be responsible for any property and/or personal damages caused by misuse of the facilities and/or breach of the safety rules and the building's emergency plan.

3. Equipment Booking

The Nanofabrication Facility equipment can be reserved via the booking service available on ICN2 intranet website (<http://ims/Web/calendar.php>).

Bookings will be made in 15-minute segments.

The booking service will e-mail a reminder with the booking information to the User 24 hours prior to the scheduled time.

If for reasons unrelated to the Nanofabrication Facility the User cannot attend the booked session, they must delete the booking and notify the Facility staff at least 24 hours in advance at the e-mail address nanofab@icn2.cat.

If the User fails to notify the cancellation, 50% of the established fee for the booked serviced will be charged as a penalty.

4. Hours of operation

The usual hours of operation are **Monday to Friday, 9:00 to 18:00**. For security reasons, working outside those times is not normally allowed. In cases where it is absolutely necessary to work outside the usual hours, authorization must be requested at nanofab@icn2.cat, stating the date, time and which tasks need to be carried out. A working-out-of-hours form should then be filled and delivered to facility officer.

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