



Dr. Grant Z. Pan

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To: RESEARCHERS

Re: PROCEDURES TO ENTER Microlab

1. To enter the Microlab for research, you must have been a qualified Microlab cleanroom user. A qualified Nanolab cleanroom user may be given the right to access the Microlab cleanroom. You, however, must follow the procedure set forth below. For information about how to become a qualified Nanolab user, please visit <http://www.nanolab.ucla.edu>.
2. Event though the Microlab adopts most Nanolab cleanroom rules and regulations that you must follow, e.g. Gowning and Safety procedures, the Microlab also has its own rules and regulations for you to obey when you work in the Microlab.
3. You must first obtain a formal authorization from [Dr. Grant Z. Pan](#), as follows:
 - (1) Complete a walk-through in the Microlab with a qualified Microlab's personnel;
 - (2) If you have not used Nanolab for more than 6 months, you will need to take and pass the Microlab Safety Test before you may use the Microlab.
 - (3) Fill out and sign the *Application for Access to Microlab* form.
4. You should check the Microlab Calendar at <http://www.microlab.ucla.edu> to see if there are any class activities 24 hours before you actually would like to use the Microlab.
5. If the Microlab Calendar shows class activities when you wish to use the Microlab, please do not enter or use the Microlab.
6. If you find there is a time slot during which the Microlab Calendar does not show any class activities and you wish to use the Microlab, please send an email to [Dr. Grant Z. Pan](#) (or Call him at x54593), to request your access 24 hours before you actually need to use. You should let him know when you would like to access the Microlab and what you need to do as well.
7. Authorized Microlab users are allowed to access the Microlab **only** when Microlab personnel are at work. There is absolutely no access to the Microlab Facility during off-work hours, weekends, and holidays due to safety concerns, very limited staffing supports, and resources.
8. If you are to access the Microlab through the Microlab Gown Room, you should gown out from Microlab Gown Room too, i.e. you have to use the *Coded Entry Door* of the Microlab gown room to enter and get out of the Microlab.
9. If you are to access the Microlab through the CHASE between the Microlab and the Nanolab, you should only get out from the CHASE too, i.e. you have to use the *Coded Entry Door* at the CHASE between the Microlab and the Nanolab to enter in and get out of the Microlab.
10. The equipment usage policy is similar to Nanolab equipment usage policy. This means that, to use any equipment in the Microlab you have to get trained, qualified and authorized by a qualified Microlab personnel.
11. When you use the Microlab, observe and obey all safety procedures.
12. Sign-in and sign out both the logbook for the use of the Microlab and the logbook for the use of the equipment. The logbook for the use of the Microlab is on the table at the RIGTH-TO-KNOW station; the logbook of equipment should be near by the equipment you use.
13. Please clean up when you finish. Do not prop or leave any items in the Microlab when you leave or break from your work. Do not prop or tape open doors.
14. One last and very important note for you to know is that the Microlab is under 24 hour Video surveillance. Any activity in the Microlab is monitored for your safety and security.