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Policy for Access to Academic Shared Use Labs by External Users

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
1	DCN2223	Initial Release	1-17-23	Ross Goodman	Ross Goodman

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

The purpose of this policy is to provide external users with clear procedures to gain access to the academic shared use laboratories at the Albany Nanotech Complex. These labs currently include the following: CESTM L136, CESTM L233, NFE 1902, and NFE 4902.

2 DEFINITIONS

- 2.1 **CESTM** – Center for Emerging Sciences and Technology Management, aka, NanoFab200, aka 251 Fuller Road, Albany NY 12203
- 2.2 **NFE**– NanoFab East, aka 257 Fuller Road, Albany, NY 12203
- 2.3 **NY CREATES** – New York Center for Research, Economic Advancement, Technology, Engineering and Science
- 2.4 **SUNY Poly** – SUNY Polytechnic Institute
- 2.5 **RFSUNY** – The Research Foundation for The State University of New York
- 2.6 **AESG** - Academic Engineering Support Group
- 2.7 **AAOR** - Administrative Assistant of the Office of Research
- 2.8 **EHS** – Environmental Health and Safety

3 RESPONSIBILITIES

3.1 **Manager of Academic Engineering Support Group (AESG)**

Manager of AESG shall provide external users with all of the safety requirements of the labs located in CESTM 136 and CESTM 233 in which they request access, as well as, tool and equipment specific training. The Director of Metrology Services shall provide external users with all of the safety requirements of the labs located in NFE 1902 and NFE 4902 in which they request access, as well as, tool and equipment specific training. This training will also, include but not be limited to: the hazards of the chemicals used, personal protective equipment requirements and availability, the location and use of safety data sheets, and all appropriate emergency procedures; and shall effectively implement daily Hazard Communication activities at the line level.

4 SAFETY

Safety Training is required prior to granting lab access. This training will be provided per EHS guidelines.

5 PROCEDURE

- 5.1 The employer of an external user enters into a contractual vehicle with SUNY Poly / RFSUNY that will provide the external user with access to specific lab(s) and tool(s) such as a Tool and Facilities Use Agreement.
- 5.2 External user's supervisor requests specific lab(s) and tool(s) access from the administrative assistant of the Office of Research (AAOR).
- 5.3 The AESG or Metrology group, as appropriate, will provide the external user with the safety and tool use training.
- 5.4 The AESG Supervisor or Metrology Supervisor will email the AAOR after the training has been completed; who will request that Access Control provide the external user with access to the lab(s) where the tool(s) is/are located.

6 RECORDS

Emails involving access requests and training are to be retained by the senders and recipients of the emails.