



# How to become a UNM NanoFab User

Thank you for your interest in working at the UNM NanoFab's cleanroom housed at CHTM.

The following is the step-by-step procedure for working in our cleanroom.

**UNM Internal Users are people working at/affiliated to/collaborating with PI/research groups/departments/centers to UNM including UNM Main Campus in Albuquerque, UNM Gallup, UNM Los Alamos, UNM Taos, Health Sciences Rio Rancho, UNM Valencia.**

**External Users apply to people/s external to UNM such as at other universities, National Labs, Research Centers and Labs, and Industry.**

**STEP 1:** Set-up/Register index number/account with Karen Walker ([karenwalker@unm.edu](mailto:karenwalker@unm.edu)).

Please note, in case the user/PI/company/unit already has an account set-up, Karen will have to verify to move forward.

Please note, the charges to work inside the cleanroom for UNM internal users are \$66/hr with \$600 cap per month and external users are \$88/hr with no cap. Please refer UNM NanoFab and Service Center tools user rates chart in the user facilities tab.

**STEP 2:** For UNM users/UNM collaboration users/ users with Lobo ID, please fill out PI initial contact form for every user/student. This is found on the CHTM website (<https://chtm.unm.edu/staff/index.html>).

**This step is not required for external to UNM users.**

**STEP 3:** Dr. Emma Renteria ([emmagro@unm.edu](mailto:emmagro@unm.edu)) or Dr. Maya Narayanan Kutty ([mnkutty@unm.edu](mailto:mnkutty@unm.edu)) will administer the safety modules and quizzes for

- (i) CHTM Safety Module
- (ii) Cleanroom Safety Module- for all users working inside the cleanroom.

Once these are completed, you will have LOBO card/contractor card access to both the CHTM building and the cleanroom. As per UNM EHS (Environmental Health and Safety)



Department, you must take and complete UNM/CHTM's safety quizzes. **This is mandatory for all cleanroom users.**

**STEP 4:** In-person Cleanroom orientation by UNM NanoFab staff. This takes roughly 45min. After this cleanroom orientation session, internal users will be given LOBO card access into the cleanroom. External users will be provided with Contractor cards.

Our Cleanroom is open for regular use Mon-Fri 7AM-7PM. To work off hours (after 7PM and Weekends), that user must have logged 100+ hours in our cleanroom. Additionally, a user must always work with a buddy during off-hours.

**STEP 5:** Training on tools and help with process development (if necessary) are carried out in-person for each tool by UNM NanoFab staff.

**STEP 6:** Create an account on FOM. FOM is our scheduling software, once you are trained on a particular tool, you will be provided with FOM access. FOM lets you schedule the tool in-person/ remotely and allows you to report issues on that tool.

For any additional questions please contact Maya Narayanan Kutty, UNM NanoFab Manager, [mnkutty@unm.edu](mailto:mnkutty@unm.edu)

We look forward to working with you.