

How to become a UNM NanoFab User

-for external users

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

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

This procedure applies only to External to UNM users such as person/s at other universities, National Labs, Research Centers and Labs, and Industry.

STEP 1: Set-up an account with Karen Walker (karenwalker@unm.edu).

If the external user's facility/company does not already have a UNM Non-Student Accounts Receivable (NSAR) number, we will need to get some information from you to set one up. The following are the details to be provided:

- 1) Full business name
- 2) Whether or not you will be paying with federal funds (yes/no)
- 3) The contact person to whom any correspondence should be addressed for accounts payable purposes
- 4) Your physical mailing address

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 cleanroom charges for **external users are \$88/hr with no cap** . The full user rates can be found at <https://chtm.unm.edu/facilities/use-of-facilities.html>

STEP 2: External to UNM users are required to review, complete, and sign the User Agreement with UNM. The document can be found at <https://chtm.unm.edu/facilities/use-of-facilities.html>

STEP 3: External to UNM users must submit a short proposal to the UNM NanoFab Manager at mnkutty@unm.edu . Please include a short description along with the tools



you plan to use/need, the materials planned to use/need inside the cleanroom and if you require process development from the UNM NanoFab Staff.

STEP 4: Dr. Emma Renteria (emmagro@unm.edu) or Dr. Maya Narayanan Kutty (mnkutty@unm.edu) will administer the safety modules and quizzes for

- (i) CHTM Safety Module
- (ii) Cleanroom Safety Module

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 5: 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 50+ hours in our cleanroom. Additionally, a user must always work with a buddy during off-hours.

STEP 6: Training on tools and help with process development (if necessary) are carried out in-person for each tool by UNM NanoFab staff.

STEP 7: Create an account on FOM. FOM is a scheduling software, and we use FOM to keep track of tools scheduling, training as well as billing for certain tools.

Once the user is trained on a particular tool, they will be provided with FOM access. FOM lets you schedule the tool in-person/ remotely and allows you to report issues on that tool.

To create the FOM account, please follow the link below and then click "I am a new user". Then, fill out the required lines for an "external user".

[UNM - FOM - Welcome](#)

For any additional questions please contact Maya Narayanan Kutty, UNM NanoFab Manager, mnkutty@unm.edu

We look forward to working with you.