



# How to become a UNM NanoFab User – for internal UNM 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 Internal UNM users.**

**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 already has an account set-up, Karen will have to verify to move forward.

Please note, the cleanroom charges for UNM/internal users are \$66/hr with \$600 cap per month. The full user rates can be found at <https://chtm.unm.edu/facilities/use-of-facilities.html>

**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>).

**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

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 UNM users will be given LOBO card



access into the cleanroom. Users without LOBO cards 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 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 "internal user".

[UNM - FOM - Welcome](#)

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.