USE OF CMU NANOFACILITY BY PITT PERSONNEL
PROCESS CHECKLIST

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<th>Step</th>
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| 1    | Gathering Request Forms  
Retrieve the “Pitt to CMU Request Form” and “Attachment A” located on FOM under documents, PINSE website, or email Joanna Barr at PINSE to have them sent to you.  
Send completed request form to PINSE Technical Director (nfcftdir@pitt.edu) for signature. |
| 2    | Completing the Contract  
Once the NFCF technical director signs off on your request form you will send the request form and completed Attachment A to Office of Sponsored Programs (OSP@pitt.edu) for University of Pittsburgh authorization, and copy nfcf@pitt.edu.  
For OSP, this will be processed as a N.O.T. agreement in myra.pitt.edu.  
Once the agreement is confirmed within CMU, the Executive Manager of the CMU Nanofabrication lab, Matt Moneck, will contact you directly.  
You may now start the CMU lab requirements listed in steps 3-4. |
| 3    | Meeting and Tool Requirements  
Arrange a meeting with Norman Gottron at CMU to discuss your process and tool requirements.  
Schedule a Tour of the CMU NanoFab |
| 4    | Training  
Register for and attend the CMU EH&S course, “Laboratory Safety and Hazardous Waste”:  
http://www.cmu.edu/ehs/training/  
In order to do sign up for this course, you will need to get an AndrewID to log into CMU’s EH&S website.  
Read and understand the Nanofab guidelines:  
Complete the Process Inventory and Cleanroom Chemicals and Gases forms:  
http://nanofab.ece.cmu.edu/access/index.html |

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<td>NFCF</td>
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<td>Technical Director</td>
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<td>JosephAnna Barr</td>
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<td>Matt Moneck</td>
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