Procedure to Reinstate Cleanroom and/or Laboratory Access

*For users who missed the All-User Meeting*

Please note that it is critical that all users of the BNC understand the majority of the information disseminated at the All-User Meeting. A few topics are general interest items, but the majority are critical items regarding facility operation and user practices. Safety information included in the presentations *must* be presented to users annually – this is required by law! For these reasons, it is important that the faculty advisor meet with any of his employees – students, post-docs, etc – who missed the All-User meeting and ensure their understanding of the material.

To reinstate access to the cleanroom and/or laboratory if you missed the meeting, please follow these steps:

1. Obtain All-User Meeting slides from the BNC Web Site (nano.purdue.edu).
2. Meet with your advisor and review all slides from the meeting.
3. Print the *Documentation to Demonstrate Receipt of Required Training* form. Sign the form and have your advisor sign the form.
4. Turn the signed form in to Mary Jo Totten (BRK 1220).
5. Your access will be restored as soon as practical.

Thank you for your support of the Birck Nanotechnology Center

**NOTE:** If this procedure is not completed by 31 March 2018, the user will need to complete BNC 105 to reactivate laboratory access.
Documentation to Demonstrate Receipt of Required Training
BNC All-User Meeting, January 2018
including Right-to-Know Update Training

I hereby certify that I, ___________________ (user name, please print) have received the training entitled All-User Meeting January 2018 from ___________________ (advisor name, please print), and that I understand the material contained in that training. I understand that communication of this information is required by law and that falsification of this document, and thereby training records based on this document, could subject me to criminal and/or civil action.

Date training completed: ________________ .

________________________________  _________________________
BNC User                              Advisor
________________________________  _________________________
Printed Name                          Printed Name