BIRCK NANOTECHNOLOGY CENTER ONBOARDING CHECKLIST

Internal Purdue Users:

☐ Purdue career account and PUID (BNC Business Office)
☐ Email, password and Boilerkey (Sangeeta / ECN)
☐ Set-up iLab account (Purdue career account and Boilerkey needed to sign up)
  https://purdue.ilabsolutions.com/landing/808
☐ Birck Business Office assigned account numbers to iLab account
☐ BNC Desk Request

Students / Post Docs / Visiting Scholars

☐ Advisor / Supervisor email: abrols@purdue.edu with following information:
  student/post doc/scholar name, email and estimated arrival and
  graduation/departure dates

  Student / post doc / scholar and advisor will receive an email from Jaime Turner
  notifying them of their desk assignment

Faculty

☐ Email Sangeeta Abrol @ abrols@purdue.edu to set up a meeting with BNC
  Director and discuss office needs

☐ Join BNC Passport Group and complete BNC 111 Training
  https://www.purdue.edu/discoverypark/birck/resources/training.php

☐ After successful completion of BNC111 obtain BNC badge and office key from BNC
  Mailroom, BRK 1220

☐ Cleanroom user

☐ Complete BNC 200
  https://www.purdue.edu/discoverypark/birck/resources/training.php

☐ Complete BNC 206
  https://www.purdue.edu/discoverypark/birck/resources/training.php


Please direct any questions to Sangeeta Abrol in BRK 1270 | abrols@purdue.edu
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All External Users:

☐ Establish contact with Ron Reger: rreger@purdue.edu

☐ Complete form(s) and email to Ron:
  ☐ Services Agreement
  ☐ External User Request Form

☐ Set-up iLab Account (BNC Business Office Manager)

Additional steps for external users who will work on-site at BNC:

☐ Facilities Use Agreement

☐ Purdue career account (BNC Business Office)

☐ Email, password and Boilerkey (Sangeeta / ENC)

☐ Parking Permit

Short Term Users

☐ Contact BNC Administrative Staff for A permit (Sangeeta Abrol, Nancy Black or Brenda Meador)

Long Term Users

☐ Take invitation letter to Parking Facilities (700 Ahlers Drive, West Lafayette, IN 47907) to purchase permit

☐ If no invitation letter please see Sangeeta Abrol in BRK 1027 (abrols@purdue.edu)

☐ Join BNC Passport Group and complete BNC 111 Training
  https://www.purdue.edu/discoverypark/birck/resources/training.php

☐ After successful completion of BNC111, building, & lab and/or cleanroom SOP reviews, obtain BNC badge and office key from BNC Mailroom, BRK 1220

☐ Cleanroom user

☐ Complete BNC 200
  https://www.purdue.edu/discoverypark/birck/resources/training.php

☐ Complete BNC 206
  https://www.purdue.edu/discoverypark/birck/resources/training.php

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