



# Nanotech West Laboratory

# User Contact Form

Start Date	
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Please return completed form and refer questions to: Mary McCleery, 100 Science Village, 1381 Kinnear Road, Columbus, OH 43212. Phone: 614-688-3055. Fax: 614-688-3379. E-mail: mccleery.7@osu.edu.

Common Name	Last Name (family name)	First Name	Middle Name	Suffix
Address			Phone	
City	State	Zip	Fax	
E-Mail				
Emergency Contact			Phone	
Buck ID #			College	
Please present your BuckID card when turning in the form to allow us to swipe it.				
Organization			Department	

<b>Organization Type</b>	_____ 2 Year Institution	_____ Small Industry (under 100)
Please check appropriate box	_____ 4 Year University	_____ Large Industry (100 and over)
	_____ National Lab	_____ Other

As a user of Nanotech West Laboratory, I agree to:

- Use Nanotech West Laboratories in a safe and responsible manner as outlined by Nanotech West staff, Nanotech West policies and documents, and the policies of The Ohio State University.
- Sign for my access fob and use it for myself and myself only. I understand that allowing anyone else access to the labs with my fob is grounds for termination of my access.
- Notify Nanotech West staff when I no longer need use of the labs and I agree to return my access fob to Nanotech West staff at that time. I understand that the project I am working on will be charged \$20.00 if the access fob is not returned.

**Signature**

<b>PI Signature:</b>	_____	<b>Org #:</b>	_____
<b>PI Name:</b>	_____	<b>Fund #:</b>	_____
		<b>Project #</b>	_____

Office Use Only:							100W received		
<b>Access Needed:</b>	main office	student lounge	Bio-Hybrid	Clean room	AFM room	5th Bay	Office Annex 1	Office Annex 2	IMR 218
<b>Safety Training</b>	_____	Completed Chem 685 - Qtr _____							
	_____	Completed online training at <a href="http://www.ehs.ohio-state.edu/secure">www.ehs.ohio-state.edu/secure</a>							
	_____	Completed Cleanroom safety tour: initials/date: _____							
	_____	Completed Biohybrid Lab safety tour: initials/date _____							