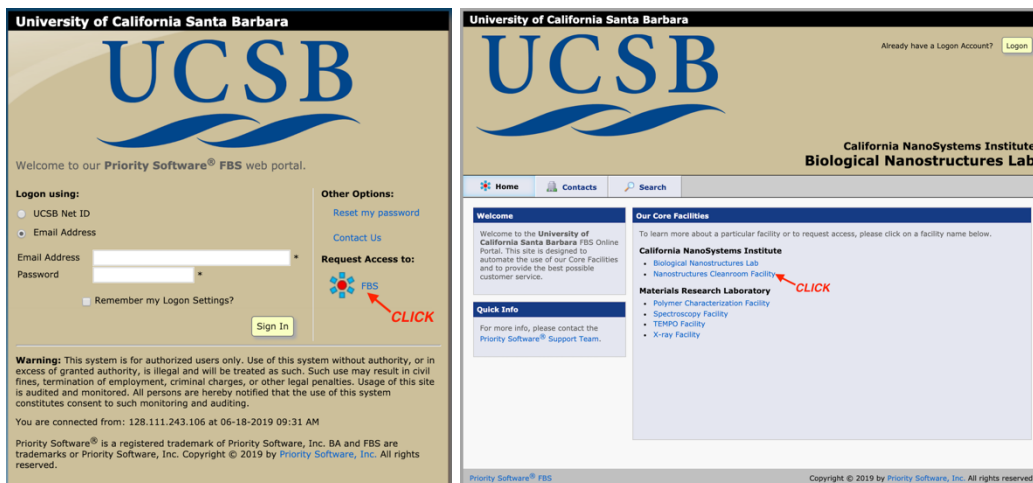


New User NCF Access

The new user fee for working in the NCF is \$225. Training, scheduling, and billing are now organized using the Facility Billing System (FBS) software. If you are requesting new access to the cleanroom please go to the UCSB FBS portal page (<https://ucsb.fbs.io/>) and follow the steps below:

- 1) CLICK on the FBS icon underneath “Request Access to:” This link will take you to another page where you request access for a specific facility, CLICK on the Nanostructures Cleanroom Facility and then OK in the next pop-up.



- 2) FBS will then have you fill out the request form with your name and email (preferably your Network ID). Please also include your PI’s name, account number and project code in the comments section.
- 3) An automated email will be sent with a link to verify your email address. Once you complete this step, the facility will approve your request and you will be able to request NCF orientation, request training for specific tools, look at equipment calendars, and reserve tools.

New users will also have to complete LS01 (see <https://www.learningcenter.ucsb.edu/>) training before being allowed to conduct their work in the lab. Once complete, you can request the general lab orientation by logging on to FBS and **Request Training** for **CR_Access**.

For Interns and Visitors

The following is a link to an online lab safety training video (Fundamentals of Laboratory Safety – LS60) that we require for access. You will first need to obtain access to UC learning center. Follow the instructions on the page to get access (You do NOT need to provide a NetID).

<https://www.learningcenter.ucsb.edu/non-employee-log-only>

Please also review the University Chemical Hygiene Plan (different than the NCF CHP):

<http://www.ehs.ucsb.edu/labsafety-chp/sec2>

<http://www.ehs.ucsb.edu/labsafety-chp/sec3>