**Cleanroom Access Request Form**

1. **Procedure to follow for gaining the access:**

**(i) Internal users**

* + 1. Initial request to Cleanroom Manager and further discussion, if required.
    2. Submit proposal form. Send to Cleanroom Manager
    3. Proposal assessment by Cleanroom Management Committee, if required.
    4. Complete Cleanroom Induction and three times equipment training. Read and sign risk assessment process for tools and procedures.
    5. Complete online ‘Cleanroom Access Request Form’. Pay the relevant access cost to the cleanroom account.
    6. Wait for approval and access activation on your college CIDs.

**(ii) External users**

* 1. Initial request email to send to Cleanroom Manager and further discussion, if required.
  2. Submit proposal form. Send to cleanroom Manager
  3. Proposal assessment by Cleanroom Management Committee, if required.
  4. Finalise process requirement and estimation of costs and communicated to the external users by the cleanroom Manager
  5. Cleanroom Manager to arrange contract/ process the addition of the user in the college system
  6. Purchase order raised by the Company of the external users
  7. A contingent worker or Honorary Associate request form submission (required to work in Cleanroom).
  8. Process work commences: Cleanroom induction and equipment training if required. Alternatively, work carried out by member of the cleanroom management committee if it is service request.

1. **Cleanroom/Equipment Costs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S No** | **Facility** | **yearly** | **half year** | **3 months charge** | **denoted as** | **What comes under access cost** |
| 1 | Cleanroom access cost | 900 | 550 | 250 | CR | wet labs and equipment in there |
| 2 | Device fabrication/ Measurement facilities | 1400 | 800 | 400 | FAC+ MEAS | Glovebox and evaporator & measurement equipment |
| 3 | Measurement facilities only | 600 | 350 | 150 | MEAS | Measurement equipment only |
| 4 | Perovskite glovebox charge | 500 | 300 | 125 | PERO | Perovskite Glovebox only |
| 5 | Bespoke device fabrications/ evaporations | £200-500 for a batch of 16 device fabrication and £30-90 per evaporation for internal - external users (The cost will be decided as per proposal demand.) | | | | |

For internal users, cleanroom usage is charged by applying equipment usage either hourly rates or annual rates or as low as per three months. There are four different type of access cost, for detail check above. External users can contact the Cleanroom Manager for the rates associated with individual process or tools and the access periods to get quote.

1. **Cleanroom Access application**

**Section 1. Applicant’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| PI Name: |  | Faculty: |  |
| Email: |  | School/dept: |  |
|  | | | |
| **Cleanroom User details:** | | | |
| 1. Name: |  | Position: |  |
| 1. Name: |  | Position: |  |
| 1. Name: |  | Position: |  |
| 1. Name: |  | Position: |  |

**Section 2. Project information.**

|  |  |
| --- | --- |
| New Project | Yes  No |
| If no, insert previous project title and/or ID: |  |
| If yes, insert project title: |  |
| Estimated available budget: |  |
| Project details (if relevant) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **External applicants only:** | | | |
| Company name: |  | | |
| Address: |  | | |
|  |  | | |
|  |  | Postcode: |  |
| Company’s billing |  | | |
| Address: |  | | |
|  |  | | |
|  |  | Postcode: |  |

**Section 3. Technical description.**

|  |  |
| --- | --- |
| Overall goal | *Brief description of research work or equipment usage* |
|  | |
| Cleanroom requirement | *Brief explanation of the work required in the cleanroom, reference any relevant works proposed, training of the equipment etc.* |
|  | |

**Section 4. Equipment requirement for the work: (please tick)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Information required: | | | | | |
| **Cleanroom access** |  | **Fabrication and measurement equipments** |  | **Measurement only** |  |
| Wet lab/ chemical workstations | ☐ | Gloveboxes | ☐ | Solar simulator-AAA and JV measurement | ☐ |
| Oxygen plasma cleaner and Ozone cleaner | ☐ | Oxygen plasma cleaner and Ozone cleaner | ☐ | Solar simulator-ABB and JV measurement | ☐ |
| Barcoater | ☐ | Evaporators | ☐ | Dektak Profilometer | ☐ |
| Dektak Profilometer | ☐ | Solar simulator-AAA and JV measurement | ☐ | Contact angle measurement unit | ☐ |
| Programmable Hotplates | ☐ | Solar simulator-ABB and JV measurement | ☐ | Sheet resistivity | ☐ |
| Balances | ☐ | Programmable Hotplates | ☐ | Bentham EQE system | ☐ |
| Microscope | ☐ | Spin coaters | ☐ | Transistor rig | ☐ |
| High temp Oven | ☐ | Contact angle measurement unit | ☐ | OLED rig | ☐ |
| Shakers | ☐ | Sheet Resistivity | ☐ | DRP-STAT-I400S μStat-i 400s Potentiostat/Galvanostat/Impedance Analyzer, Metrohm | ☐ |
| Spin coaters | ☐ | Spin coater inside the glove box | ☐ |  |  |
| Optical microscope | ☐ | Bentham EQE system | ☐ |  |  |
| Ultrasonic baths | ☐ | Transistor rig | ☐ |  |  |
|  |  | OLED rig | ☐ |  |  |
|  |  | DRP-STAT-I400S μStat-i 400s Potentiostat/Galvanostat/Impedance Analyzer, Metrohm | ☐ |  |  |
|  |  | Perovskite glovebox | ☐ |  |  |

|  |  |  |
| --- | --- | --- |
| Standard processes required: | |  |
|  | | |
| Other processes (new) required: | |  |
|  | | |
| Consumables required: |  | |
|  | | |

**Section 5. Declaration.**

The PI must sign this document and, in submitting this application, agrees to the following:

* To pay the invoice before the work commence and book the system in advance
* To bring the research materials by themselves (excluding the common consumables provided)
* To acknowledge any part of work either done by the staff or student of the cleanroom committee member in the paper, presentations and accomplishments associated with results obtained from work carried out in the Cleanroom Facility, if not paid to do so.

|  |  |
| --- | --- |
| Signature of the PI |  |
| Date |  |