



Partner Use and Scheduling of JSNN Labs

In order to use lab equipment at the Joint School of Nanoscience and Nanoengineering (JSNN) in Gateway University Research Park (Gateway), you must do the following:

1. Arrange to get a JSNN building access card:
 - First obtain and become familiar with the Security Access Card Policy and then fill out a Security Access Card Application. These documents may be obtained from Gateway University Research Park or from JSNN by download from the Gateway website at www.gatewayurp.com.
 - Make an appointment to meet with the Gateway Environmental Health and Safety (EHS) Manager, Aisha Holloman aishah@gatewayurp.com in the Gateway building (2901) who will sign your application once you have received important site safety information. This takes about a half hour.
 - Make an appointment with Elie Azzi e_azzi@uncg.edu in the Dean's Office (room 204) at the JSNN Building (2907). He will collect your application, take your photo and create your badge which will give you access to the JSNN entrance doors.
 - Arrange for access to BookItLab scheduling software. See *Signing up to use BookItLab Scheduling Software.docx*. Access to that software is granted by Nichole Funderburk nicholef@gatewayurp.com in the Gateway Building (2901) who will give you your **user group** which you will need to complete your online registration. This can be done via email or when you are on site meeting with Aisha and Elie.
2. Arrange for lab access.
 - For access to certain labs, you must first contact the Lab Manager for approval of the type of substances that you will be introducing to the lab:

L203 Genomics Lab	Dr. Ethan (Will) Taylor	ewtaylor@uncg.edu
L206 NanoChemistry Lab	Dr. Marinella Sandros	m_sandro@uncg.edu
L103 NanoBiology Lab	Dr. Chris Kepley	clkepley@uncg.edu

- For all other labs
 - i. Complete training on the equipment you wish to use by contacting Equipment Engineer, Steven Crawford stevenc@gatewayurp.com, who will put you in contact with a trainer. Training is generally done by JSNN doctoral students who make every attempt to meet your scheduling needs.

- ii. Meet with Gateway EHS Manager and submit MSDS on the substances you will use in the lab and receive lab and equipment specific safety training. You may already have done this in your initial meeting with the EHS Manager if you already knew the substances you would be using.
 - iii. Whenever you begin using a new substance, you must first submit your MSDS to the EHS Manager and then follow any additional safety measures that are advised.
 - iv. If using the Agilent XRD, you must also obtain a dosimeter from your company to track any possible exposure.
 - v. This process must be repeated for each lab that you would like access to.
3. Once you have completed this process, you are ready to reserve time on the equipment you have trained on. Login to BookItLab, select the calendar for the equipment you would like to schedule, and click on the time that you would like to reserve. You may make reservations up to 14 days in advance. The system will automatically debit your account.
4. When you come to the JSNN to use equipment, please always sign in and out at the reception desk in the atrium. This is for safety purposes in the case of an emergency.
5. Please contact Nichole Funderburk with any questions, problems, or concerns:

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