

## NIC Member use of JSNN labs and Equipment

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:
  - a. First obtain and become familiar with the Security Access Card Policy and then fill out the Security Access Card Application. These documents may be obtained from Gateway University Research Park, from JSNN or via download from the Gateway website at [www.gatewayurp.com](http://www.gatewayurp.com). Select *The Nanoschool* from the Collaboration dropdown menu.
  - b. Make an appointment to meet with the Gateway Environmental Health and Safety (EHS) Manager, Aisha Holloman [aishah@gatewayurp.com](mailto: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.
  - c. Make an appointment with Elie Azzi [e\\_azzi@uncg.edu](mailto: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.
  - d. Arrange for access to BookItLab scheduling software. See *Signing up to use BookItLab Scheduling Software.docx*. Access to that software is granted by Karen Ryan [karenr@gatewayurp.com](mailto:karenr@gatewayurp.com) or Tanya Peterson [tanyapeterson@uncg.edu](mailto:tanyapeterson@uncg.edu). Send Karen or Tanya an email and you will receive your **user group** which you will need to complete your online registration.
2. Arrange for lab access.
  - a. 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. Dennis LaJeunesse Dr. Joe Graves	<a href="mailto:drlajeun@uncg.edu">drlajeun@uncg.edu</a> <a href="mailto:gravesjl@ncat.edu">gravesjl@ncat.edu</a>
L206 NanoChemistry Lab	Dr. Jianjun Wei	<a href="mailto:J_wei@uncg.edu">J_wei@uncg.edu</a>
L103 NanoBiology Lab	Dr. Chris Kepley	<a href="mailto:clkepley@uncg.edu">clkepley@uncg.edu</a>

- b. For all other labs
  - i. Complete training on the equipment you wish to use by contacting Karen Ryan [karenr@gatewayurp.com](mailto:karenr@gatewayurp.com), or Tanya Peterson [tanyapeterson@uncg.edu](mailto:tanyapeterson@uncg.edu) to put you in contact with a trainer. Trainers 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. This process must be repeated for each lab that you would like access to.
  - v. If using the Agilent XRD, you must also obtain a dosimeter from your company to track any possible exposure.
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 Karen or Tanya with any questions, problems, or concerns:

Tanya Peterson  
336-285-2814 Office  
[tanyapeterson@uncg.edu](mailto:tanyapeterson@uncg.edu)

Karen Ryan  
336-217-5146 Office  
[karenr@gatewayurp.com](mailto:karenr@gatewayurp.com)