

SNF New Labmember Instructions for Industrial and Non-Stanford Academic Users

Thank you for your interest in joining SNF. Here is a brief summary of the steps to become an SNF labmember.

1. NEW PROJECT TO SNF -Discuss your new project with a Technical Liaison

- All new project proposals must be reviewed with our technical liaisons to affirm your expectations can be met in our lab. Our liaisons are experienced in fabrication technologies and routinely work with a wide variety of projects. They can advise you on the feasibility, turnaround, and cost of your project, and advise you of additional resources available at Stanford and our network partners.
- The list of technical liaisons can be found on our [Technical Liaisons](#) page.
- If you are a new labmember being added to an existing project, a technical liaison meeting is not required.

2. REMOTE USER - If you wish to be a remote user (your work done by SNF staff) rather than an on-site user, see our special [Processing Services](#) page.

3. DETERMINE YOUR [LABMEMBER CATEGORY](#)

- **Industry:** For commercial entities.
- **Other Academic:** Non-Stanford University, higher-educational institutions and government research organizations.

4. BASED ON YOUR LABMEMBER CATEGORY, SUBMIT THE APPROPRIATE [FORMS](#) to snf-access@stanford.edu

- **Project form:** new projects only, signed by Technical Liaison
- **Labmembership form:** all new labmembers to SNF
- **Service Center Agreement for Commercial Users form:** Pages 1-5 are required once for the company and Exhibit A for each employee who will be using the lab.
- **Service Center Agreement for Academic and Non Profits form:** Pages 1-3 are required once for the organization and Exhibit A for each employee/student who will be using the lab.

5. PURCHASE ORDER

We require a blanket Purchase Order (PO) for the services to be rendered at our facility. Refer to the [Purchase Order Requirements document](#) for PO amounts and details to setup SNF as a supplier. You must also acknowledge responsibility for ALL charges beyond those amounts that you or your affiliates incur.

6. SAFETY TEST – You must pass the online [SNF Safety Test](#).

- a. Materials to review for the test are [here](#). Be sure to view the 3 videos and read through the 2 lab manuals linked on that page before taking the test (which you may refer to during the test).

- b. Once you pass the test, SNF staff are notified. You can retake the test multiple times until you pass. If you have any difficulties or issues, please email snf-access@stanford.edu.
 - c. You must complete the safety test, and have all forms submitted and complete, by Wednesday at 5:00 pm to be eligible for the lab safety test offered the following Monday.
 - d. A renewal safety test is required annually as long as you maintain your labmembership.
7. **SAFETY/ORIENTATION TOUR INVITATION** – Within 2 -3 business days of the successful completion of the safety test, you will be emailed a date for the lab safety tour. Please confirm the invitation. The lab safety tours are typically held on Mondays at 1:30 p.m. Your account is billed for 1 hour of staff training time for the Safety Orientation.
8. **STANFORD VISITOR CARD** – You will need a Stanford Visitor card to gain access to the building and lab. The cost of these cards are currently \$25 and is charged to your account. If you desire a card and want to have it preprogrammed and available when you do the Safety Orientation, please email snf-access@stanford.edu requesting the card when you accept your Orientation invitation. Otherwise, we ask for three work days to program your card and have it available to you.
9. **BADGER LOGIN** – When you are confirmed for the safety tour and have received your Stanford PTA account number, you can setup your user account in our Badger Lab Management System.
- a. To access Badger, you must download it via the link: <http://badger2-snf.stanford.edu/badger/etc/badger.inlp>. (When you start up Badger, 1-2 security warning panels will appear. Select OK, I accept and Run each time.)
 - b. Select the New Member? Button. The New Member Account will display. Those fields with an asterisk are required.
 - c. Email: Your work email (myname@mycompany.com)
 - d. First and Last Name: use **initial caps** format (Firstname Lastname)
 - e. University ID: Enter “1”
 - f. Account: You will be emailed your PTA to enter here.
 - g. Advisor: Enter your affiliation/company name.
 - h. Select “Set Password” to continue.
 - i. Your account will then be reviewed and you will receive a notification that your account has been setup.

*Note: If you do not have it already, you may have to install the Java Runtime Environment. You can find the instructions to do this by visiting our website: <http://snf.stanford.edu/labmembers/badger.htm>. See **Install Java Runtime Environment** for instructions for Window or Mac.*

This information is in more detail on the [Join SNF](#) web page. If you have any questions, please email snf-access@stanford.edu.