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 PO for the services to be rendered at our facility. We ask for an initial amount of $11,000 for an Industrial user and $3800 for an Other Academic user. You must also acknowledge responsibility for ALL charges beyond those amounts that you or your affiliates incur.

6. **SUNet ID**: When your forms are received, you need to apply for a SUNet ID if you do not already have one. Non-Stanford affiliates will need a SUNet ID to take the required Safety Test and also allows one full access to the Stanford Internet network. Send an email to mdeal@stanford.edu and include the following information:

March 4, 2016
a. Last name, first name  
b. Date of birth (MM/DD/YYYY)  
c. Gender (male/female)  
d. Contact email address

After an initial screening is performed to determine if you are already in the Stanford record base or not, you will receive an email invitation with instructions on how to choose an 3-8 character SUNet ID and password.

7. SAFETY TEST – Once you have your SUNet ID you can take the required SNF Safety Test which is available online. Materials to review for the test can be found [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). This test is required to be taken annually as long as you maintain your lab membership.
   a. Log onto [http://axess.stanford.edu](http://axess.stanford.edu), using your SUNet ID and password, and click the STARS tab at the top.  
   b. Search the catalog for SNF-PROG-1000. Click on the Continue button for: “Stanford Nanofabrication Facility (SNF) Safety Test Program”. (Note: it may take up to 24 hours after you set up your SUNet ID before the course will appear for you on STARS.)  
   c. Click on the Register button and then Enroll and then Launch the activity: SNF-1000-WEB. Make sure pop-up windows are enabled on your browser. (If you previously enrolled in the course, click on the STARS>All Learning link at the top, and Launch or Relaunch the course).  
   d. Once you pass the test, SNF staff will be notified. You can retake the test multiple times until you pass.  
   e. 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.

8. 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 will be billed for 1 hour of staff training time for the Safety Orientation.

9. STANFORD VISITOR CARD – You will need a Stanford Visitor card to gain access to the building and to lab. The cost of these cards are currently $25 and will be 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](mailto: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.

10. 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-snfsnff.stanford.edu/badger/etc/badger.jnlp. (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 Windows or Mac.

This information can be found in more detail on the Join SNF web page. If you have any questions, please email snf-access@stanford.edu.