



Instrumentation for Molecular and Nanoscale Innovation (IMNI)

Guidelines for Use of the IMNI Core Research Facilities by External Organizations

All prospective external organizations and users should review the process outlined below and submit all required documentation to IMNI:

Email: IMNI@brown.edu

Mailing Address:

Brown University
IMNI Core Facilities Specialist
IMNI, Box M
Providence, RI 02912

- 1. Facilities/Equipment Terms of Use Agreement:** Have the [IMNI Facilities/Equipment Terms of Use](#) signed by your organization. Consider checking with your organization or IMNI first to see if there is an existing IMNI Facilities/Equipment Terms of Use Agreement already in place for your organization.
- 2. External User Application:** Complete and sign an [Application for External User to Use the IMNI Core Research Facilities](#) for your individual use. Applications must also be reviewed, approved and signed by your organization before submitting to IMNI.
- 3. Certificate of Insurance:** For users that will be on site using the IMNI Core Facilities, submit a certificate of insurance as outlined in section 7 of the IMNI Facilities/Equipment Terms of Use Agreement. If there is an existing IMNI Facilities/Equipment Terms of Use Agreement in place for your organization, a valid certificate of insurance may already be on file.
- 4. Customer Registration and Payment:**
 - Registration in Brown University's financial system is required to invoice your organization. IMNI Staff will advise if this step is needed, as some organizations may already be registered.
 - If usage is to be invoiced against a purchase order, submit a copy of the PO (blanket POs are recommended, as usage is invoiced monthly).
 - Checks are to be made payable to "Brown University" and mailed to: Brown University, Box 1911, Providence, RI 02912
- 5. Chemical Hygiene Plans:** Review the Chemical Hygiene Plan for each IMNI Core Facility you will use. The Chemical Hygiene Plans for each facility are as follows:
 - [Electron Microscopy Facility \(EMF\) CHP](#)
 - [NanoTools Facility \(NTF\) CHP](#)
 - [Nanofabrication Central Facility \(NCF\) CHP](#)
 - Joint Engineering & Physics Instrument Shop (JEPIS): N/A
- 6. Environmental Health & Safety (EHS) Training:** For users that will be on site using the IMNI Core Facilities, the required training schedule for each facility is as follows and will be assigned by IMNI Staff upon approval of your application.
 - Electron Microscopy Facility (EMF) Training Requirements:**
 - Laboratory Safety Training for Visitors
 - NanoTools Facility (NTF) Training Requirements:**
 - Laboratory Safety Training for Visitors
 - Laser Safety Training – [For use of the Witec Raman only](#)

3) Radiation Machine Safety (X-ray) Training – For use of the Bruker XRDs only

▪ **Nanofabrication Central Facility (NCF) Training Requirements:**

- 1) Laboratory Safety Training for Visitors
- 2) Hazardous Waste Training for Visitors
- 3) Hydrofluoric Acid Exposure Control Training

▪ **Joint Engineering & Physics Instrument Shop (JEPIS) Training Requirements:**

N/A – This is not a self-use facility

7. **Visitor Classification:** For users that will be on site using the IMNI Core Facilities, confirm your visitor classification by reviewing the following descriptions.

- **Short-term visitor:** visitors on campus four days or more per month – Vaccine attestation form required and will be sent by IMNI staff upon approval of your application
- **Limited-duration visitor:** visitors on campus three days or less per month – Vaccine attestation form not required

8. **Facility Training & Usage:** Once all the above items are completed and approved, the IMNI Research Staff will schedule facility and/or specific instrument training.

- All facility and instrument reservations must be coordinated with IMNI Research Staff and are generally allowed during normal business hours.