RSC After-Hours Access (AHA) Request Form

Note: 1. “After hours” is defined as 7 AM to 8 AM and 5 PM to 10 PM Monday-Friday and 7 AM to 10 PM weekends and UF holidays.
2. Please print and fill out this form and return it to the NRF Reception Desk.
3. You will be notified by email if approved.

Contact Information

Name: ___________________________
Univ/Dept or Company: ________________
PI/Advisor (if app.): ________________

Phone number: ______________________
E-mail address: ______________________

Explanation for AHA Request

1. Please describe why you are requesting After Hours Access. Why can’t your work be completed during regular work hours?

2. List all process steps performed after hours that include the use of solvents, photoresists, or gases. If you need to use additional chemicals or gases in the future, you are responsible for submitting an updated version of this form for approval.
Agreement to Follow AHA Protocols

Please initial after reading each statement.

I understand that after-hours access is not guaranteed, and it can be revoked if I do not comply with AHA protocols, including proper e-buddying.

Initials: _________

I have read and understood the e-buddy requirements for after-hours access, and I will attend a zoom or in-person policy review meeting before access will be granted.

Initials: _________

I understand that the use of acids and bases after hours requires pre-approval in writing.

Initials: _________

Every day, regardless of weekday, weekend, or holiday status, I am required to vacate the building by 10 PM.

Initials: _________

I agree to contact my e-buddy at least every 60 minutes, if not more frequently.

Initials: _________

A user without AHA may be with me after hours ONLY if I have pre-approval in writing.

Initials: _________

E-buddy policy review meeting date: _______________________

Staff Approval: ___________________________________________ Date: ___________________

FOB enable date: _______________________

This form will be kept on file at the NRF Reception desk.

(Rev. 3/23/2022)