

# **MNCF ORIENTATION**

- General safety test has to be cleared to access MNCF  
<https://olseh.iisc.ac.in/assessment/>
- Closed toe shoes is mandatory while working inside MNCF, no barefoot!!
- Biometric access is mandatory
- If you have any queries, you can talk to FT's over phone located outside MNCF.

## How to become an Internal User ( IISc)

- Please register to the facility accounts using your IISc email ID. - [CeNSE, Indian Institute of Science, India - FOM - Welcome \(iisc.ac.in\)](#) after creating an account, enter the research title and account number (your supervisor's project debit head).
- Please go through the user agreement form, [MNCF User Agreement-2024-25.pdf](#) , fill in the details and submit <http://mncf.cense.iisc.ac.in/get-access/>
- Please go through [MNCF User Agreement-2024-25.pdf](#) and [MNCF Safety Orientation.pdf](#).
- Please clear two safety tests :
  - OLSEH safety test : <https://olseh.iisc.ac.in/>
  - MNCF safety test: <http://mncf.cense.iisc.ac.in/get-access/>
- Please fill out the biometric form and submit. <http://www.bio.cense.iisc.ac.in>
- Once all the above steps are completed, email to [mncf.cense@iisc.ac.in](mailto:mncf.cense@iisc.ac.in) (copying your supervisor) so that your FOM account can be activated to use the characterization facility.

## Dependent User

- Dependent access will be given to users who have applied through FOM.
- User is authorized to book slots during office hours only. Please contact FT 24hrs before booking the slot.
- Slots will be done by the respective Facility Technologist (FT).
- All INUP / external IISc users are dependent users.

## Independent User

- To become an independent user please apply for the [Training](#) through MNCF website.
- Please refer to the Safety manual and training documents before appearing for the tool training sessions
- A confirmation email will be sent to all users who have applied for the training from respective bays.
- All users must undergo tool training, practice slots and drive-in test to obtain Independent (Anytime) access
- **Training Charges will apply for the training.**
- Independent (Any time access) is provided only if performance is satisfactory during the drive-in test.
- Slot transfer is not allowed unless approved by FT.
- Independent access to the tool can be revoked if any unauthorized activity is observed on the tool.

## How to become an External User ( Academic, Industry)

- Kindly register your details on [CeNSE National Facility User's Portal](#) .
- After the registration, please follow the below steps:
  1. Log in as a user (User ID and Password will be sent to your Email ID [Kindly check Inbox/ Spam folder]).
  2. Propose a research project by clicking on "Submit Project" (left side menu) and click on "Academic/ Startup Industry/ Industry/ National Lab/ CeNSE Industry Affiliate Programme" in 'Source of Funding'. Fill in necessary details and 'Submit' the project request.
  3. After submitting the project request, Download the MNCF Service Request Form (for Characterization) from the 'Recommended Forms to fill' section and fill it.
  4. Use the message section. Compose the Message, upload the MNCF form and submit.
- Our Technical members will review your proposal and form and get back to you with the feasibility and an estimate.

# Entering to MNCF

Use biometric access for entering to MNCF



Biometric  
access

wear the shoe cover over your footwear from the labelled bin



Do not leave your belongings(bag, lunch box, helmet etc.. on the sitting rack placed in the entrance.

**Use biometric access to access each bay inside MNCF**



**Use No Touch sensor to exit from the lab**



**PANIC button to be used only in case of emergency**



## In case of any alarm-

Evacuate through the emergency exit (follow the exit sign) and wait near the Assembly area



# Emergency evacuation floor plan is placed in the entrance & in the MNCF corridor



First Aid box is available in all the bays

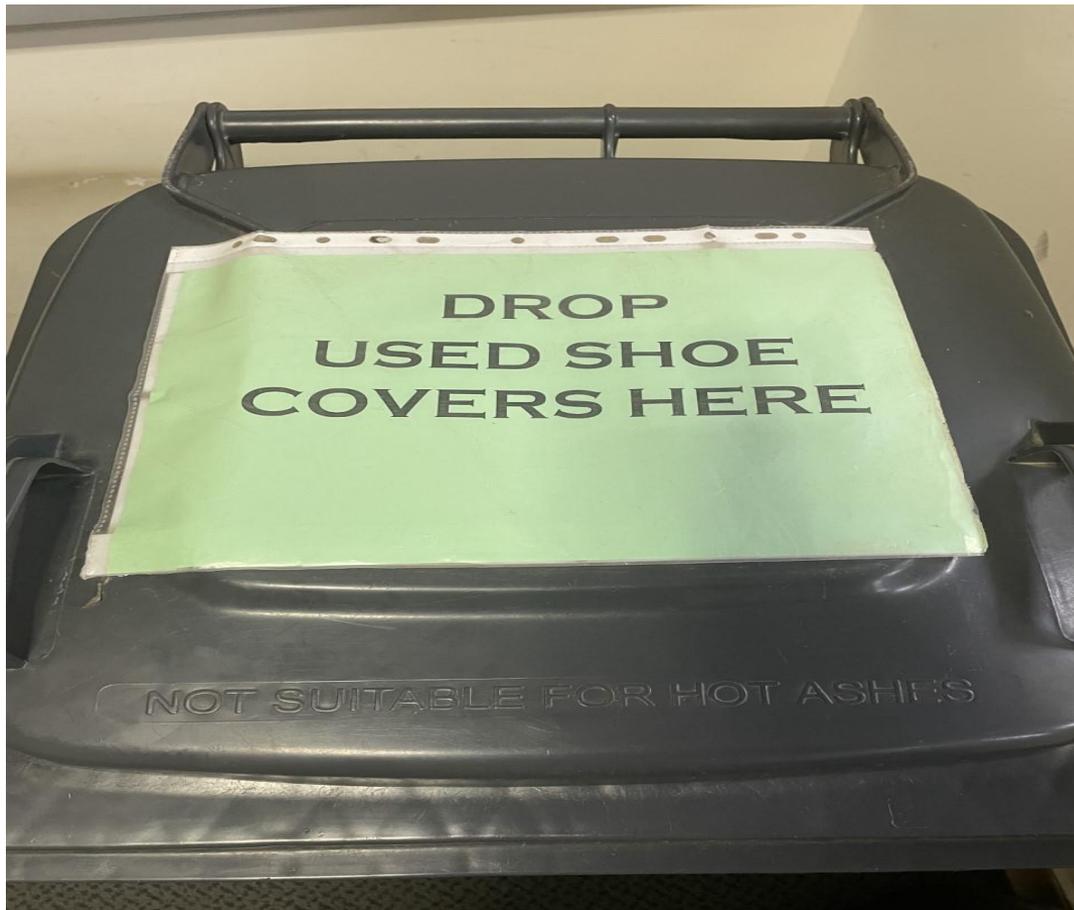


**Always use cryo rated gloves, face-shield, and apron when handling cryo liquids**



**Gloves need to be worn anytime you are handling something in the lab**

**Please drop the used shoe covers in the labelled bin kept at the entrance**



- Read SOP document of all the tools
- Discover groups in Outlook email and request to join
- Sample details must be entered in the FOM while booking slots
- Any new material/chemical should be checked with the respective tool owner with MSDS before using them at MNCF
- Any new Gas cylinders required for measurements must be checked with the tool owners before taking them inside MNCF
- Do not leave your samples & desiccators at MNCF after your experiments.
- Keep the workspace clean
- Watching movies, making video calls, playing games , chatting during the slots are not allowed.

- All users MUST log in through Biometric access prior to entering.
- NO TAILGATING ( You cannot allow another user to enter along with you. After the door closes, he or she will have to log in separately through his or her Biometric access)
- Do NOT take guests / others along with you.
- Violation WILL result in permanent suspension of access to the facility.
- Enter only if SLOT IS RESERVED.

THANK YOU

MNCF