

**CIE Micro and Nano Fabrication Clean Room  
Request to Introduce a New Material**

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**Requestor Information**

User Name \_\_\_\_\_ Email \_\_\_\_\_  
Department \_\_\_\_\_ Phone \_\_\_\_\_  
Advisor Name \_\_\_\_\_ Date \_\_\_\_\_

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**Material Information**

MSDS Name \_\_\_\_\_  
Manufacturer \_\_\_\_\_  
Storage Location \_\_\_\_\_  
Tools Used In \_\_\_\_\_  
Processes Used In \_\_\_\_\_  
Disposal Method \_\_\_\_\_

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**Requestor Signatures**

\_\_\_\_\_  
User Advisor

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**Approval Signatures**

\_\_\_\_\_  
Equipment Engineer Process Engineer

\_\_\_\_\_  
MNCR Management Date

**Submit this form to the MNCR manager with a copy of the MSDS. Materials MAY NOT be introduced into the MNCR until all approval signatures have been obtained**