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Nanoscale Research Facility

UNIVERSITY of FLORIDA

NRF **A**fter-**H**ours **A**ccess (**AHA**) Guidelines

After reviewing these slides, [contact us](#) to schedule
a Zoom meeting to discuss After-Hours Access

What are Normal Business Hours (NBH)?

NBH: 8 a.m.-5 p.m. Monday through Friday

During NBH:

- ✓ Front door to the NRF is unlocked
- ✓ All users allowed
- ✓ All users can log into equipment they have trained on

Outside NBH:

- ✓ Front door to the NRF is LOCKED
- ✓ Only AHA-users can enter NRF
- ✓ Only AHA-users can log into equipment

What is an AHA-user?

- ✓ An AHA-user has after-hours access to the NRF
- ✓ All users have access to the NRF during Normal Business Hours (M-F 8-5)
- ✓ After-hours access permits entry to the NRF and use of equipment outside of NBH
- ✓ Users may want AHA for longer processes, weekend work, or using popular equipment during less busy times

When can **AHA**-users access the NRF?

Monday – Friday

7:00 a.m.-8:00 a.m.

5:00 p.m. to 10:00 p.m.

UF Holidays

7:00 a.m. to 10:00 p.m.

Weekends

7:00 a.m.-10:00 p.m.

UF Closures

No Access!

When are UF Holidays?

Holiday	2026	2027	Annually
Martin Luther King, Jr Day	Monday, January 19	Monday, January 18	3 rd Monday of January
Memorial Day	Monday, May 25	Monday, May 31	Last Monday in May
Juneteenth	Friday, June 19	Friday, June 18	June 19 th or Friday/Monday if falls on a weekend
Independence Day	Friday, July 3	Monday, July 5	July 4 th or Friday/Monday if falls on a weekend
Labor Day	Monday, September 7	Monday, September 6	1 st Monday in September
Homecoming Friday	Friday, October 9	TBA	Announced by UF
Veteran's Day	Wednesday, November 11	Thursday, November 11	November 11 th or Friday/Monday if falls on a weekend
Thanksgiving	Thursday, November 26 & Friday, November 27	Thursday, November 25 & Friday, November 26	4 th Thursday in November + the day after

Only AHA-users can access the NRF on these dates.

What about spring break?

The NRF is open as usual during spring and summer breaks. No AHA is required between 8 a.m. and 5 p.m.

What about winter break? See [UF Campus Closures](#)

UF Campus Closures

UF is closed from Christmas Day through New Years Day.

This is a campus closure, NOT a UF holiday.

Other campus-wide closures may be declared for projected natural disasters (e.g., hurricanes).

NO ONE* is allowed in the NRF facilities during campus closures. (*other than “essential personnel”- only staff, NO USERS)

Who can have AHA?

Users may be granted AHA IF they:

- ✓ follow safety protocols (e.g., using proper PPE)
- ✓ have good interactions with staff and other users
- ✓ can competently use equipment without assistance
- ✓ clean up after themselves
- ✓ agree to adhere to AHA guidelines and protocols (includes using the e-buddy system for AHA work)

Failure to comply will result in removal of your after-hours access.

E-Buddy System

What is an e-buddy?

Your remote, virtual emergency contact that you contact at least every 60 minutes

Who can be an e-buddy?

- ✓ Anyone!
- ✓ Does not need to be on campus
- ✓ Does not need to be RSC user

A good e-buddy will:

- ✓ Regularly check on you
- ✓ Attempt to contact you if you do not contact them
- ✓ Try multiple times to reach you
- ✓ Call appropriate emergency services if they don't hear from you

Before your **AHA** session:

- ✓ Contact your emergency contact (e-buddy) ahead of time to make sure they are available during the time needed.
- ✓ Agree on the frequency of contact during your time at NRF. No longer than 60 minutes between check ins.
- ✓ Provide e-buddy with physical building address, room numbers, and landline phone numbers
- ✓ Include the non-emergency UFPD phone number: 352-392-1111
- ✓ All messages are copied to the e-buddy number or e-mail, depending on which method you are using.

NOTE: Messages are monitored to ensure compliance. Keep this in mind when messaging.

ALL e-buddy sessions must include either:

NRF e-buddy phone number: 352- 559-9359

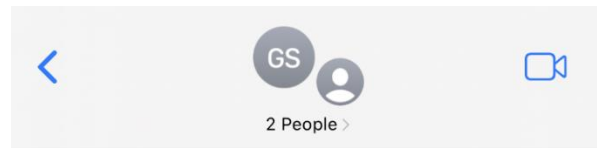
NRF e-buddy e-mail: rscebuddy@mail.ufl.edu

Failure to comply will result in removal of your after-hours access.

How do I start e-buddying?

Send initial text or e-mail upon arrival at the NRF facility

✓ *E-buddy should acknowledge receiving notification*



Text Message
Today 9:10 AM

Hi Gary! This is Alison. My phone number is [352-222-9124](tel:352-222-9124). I am working in NRF 104 at 1041 Center Drive. The landline number is [352-846-2626](tel:352-846-2626). I will be checking in every 60 minutes. If you don't hear from me every hour, please check that I'm okay. If you can not reach me through cell or landline, please call UFPD [352-392-1111](tel:352-392-1111) to check on me. Thanks!

Gary Scheffele

GS Okay



Fri 3/17/2023 9:26 AM

RSC LabsEBuddy <rscebuddy@mail.ufl.edu>

RE: working alone

To: Schepker, Kristy

Cc: rscebuddy@gmail.com

Retention Policy | Inbox UF (3 years)

Expires 3/16/2026

[External Email]

Got it!

From: Schepker, Kristy <kschepker@ufl.edu>

Sent: Friday, March 17, 2023 9:25 AM

To: Trachet, Alison Ann <aat425@ufl.edu>

Cc: rscebuddy@gmail.com

Subject: working alone

[External Email]

Hi, Alison! This is Kristy. My phone number is 352-555-1234. I am working in Room 285 in the NRF at 1041 Center Drive. The landline phone number is 352-273-2288. I will be in touch with you every 60 minutes. If you do not hear from me as expected, please check that I am okay. If you cannot reach me through e-mail/text, please call the landline number. If you still cannot reach me, please call UFPD at 352-392-1111 so they can check on me. Thank you for being my e-buddy!

Kristy Schepker

Engineer II

Research Service Centers (RSC)

Herbert Wertheim College of Engineering

University of Florida

Phone: 352-273-2252

E-Mail: kschepker@ufl.edu

What goes in that first message?

At the beginning of each **AHA** session, the first e-buddy message MUST include:

1. Your name
2. Physical building address
3. Room Number
4. Landline Phone Number
5. Non-Emergency UFPD Phone Number 352-392-1111

Example first message

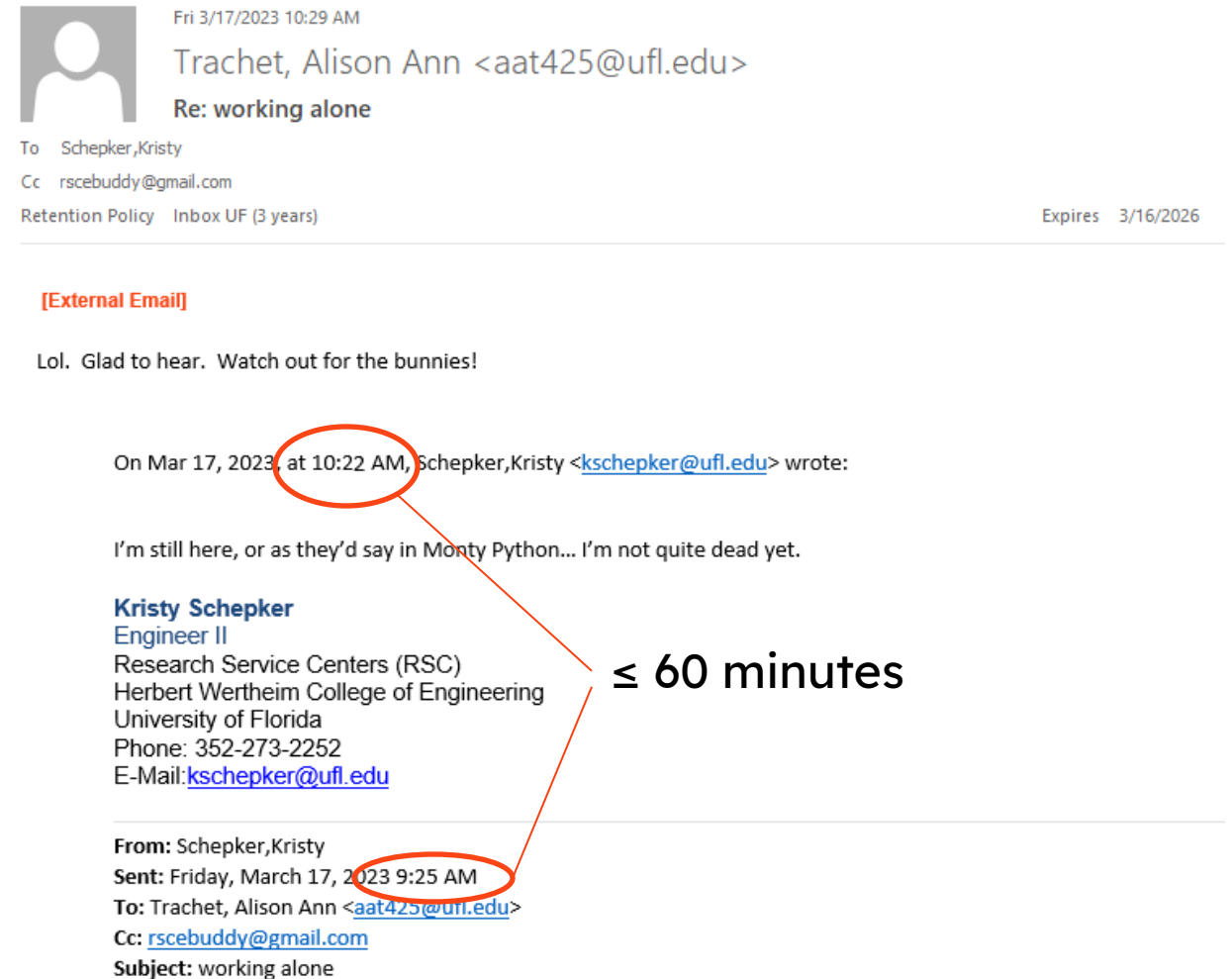
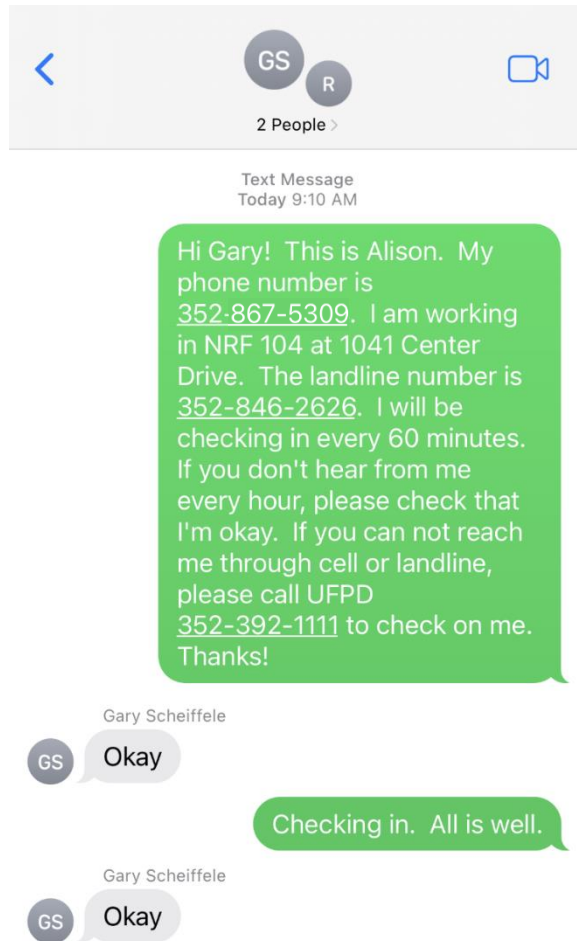
Please consider using the following text as the first message of EVERY e-buddy session. Fill in the required information and delete italicized text.

Hi! This is Your Name. I am working in Room XXX (*room number, not equipment or process description; "Clean Room" is unacceptable*) in NRF (BLDG 0070) at 1041 Center Drive **OR** NFMC (west side of NRB/BLDG 0557) at 1917 Stadium Road (*delete the building and address that you are not in*). The landline phone number of the room is 352-XXX-XXXX. I will be in touch with you every XX minutes (*≤60 minutes*). If you do not hear from me as expected, please check that I am okay. If you cannot reach me through e-mail/text, please call the landline number. If you still cannot reach me, please call UFPD at 352-392-1111 so they can check on me. Thank you for being my e-buddy!

How do I check in with my e-buddy?

Maintain contact at pre-arranged frequency

✓ *E-buddy should acknowledge receiving notification*

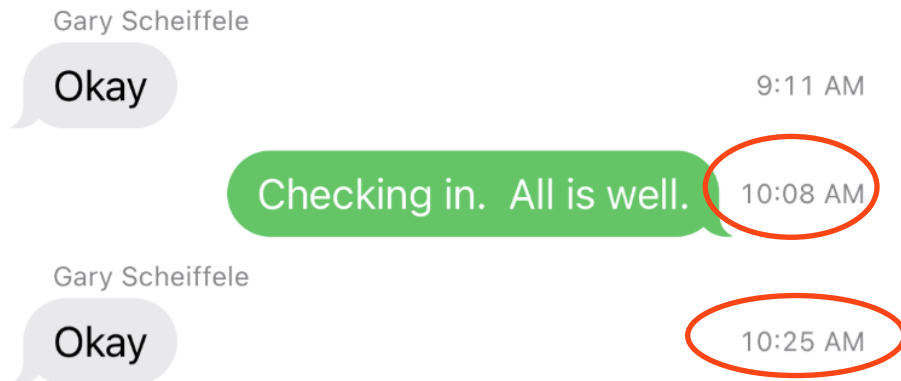


What if my e-buddy ignores me?

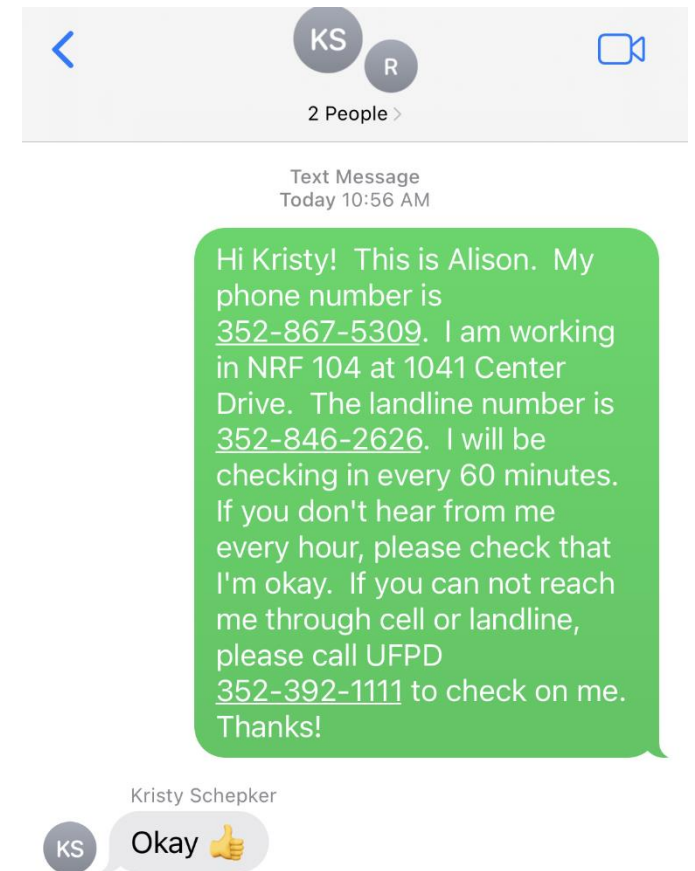
If your e-buddy does not acknowledge receiving messages within 10-15 minutes

- ✓ Find a new e-buddy!
- ✓ Or suspend work at the RSC

Start a new e-buddy session. Make sure the first message includes all required information.



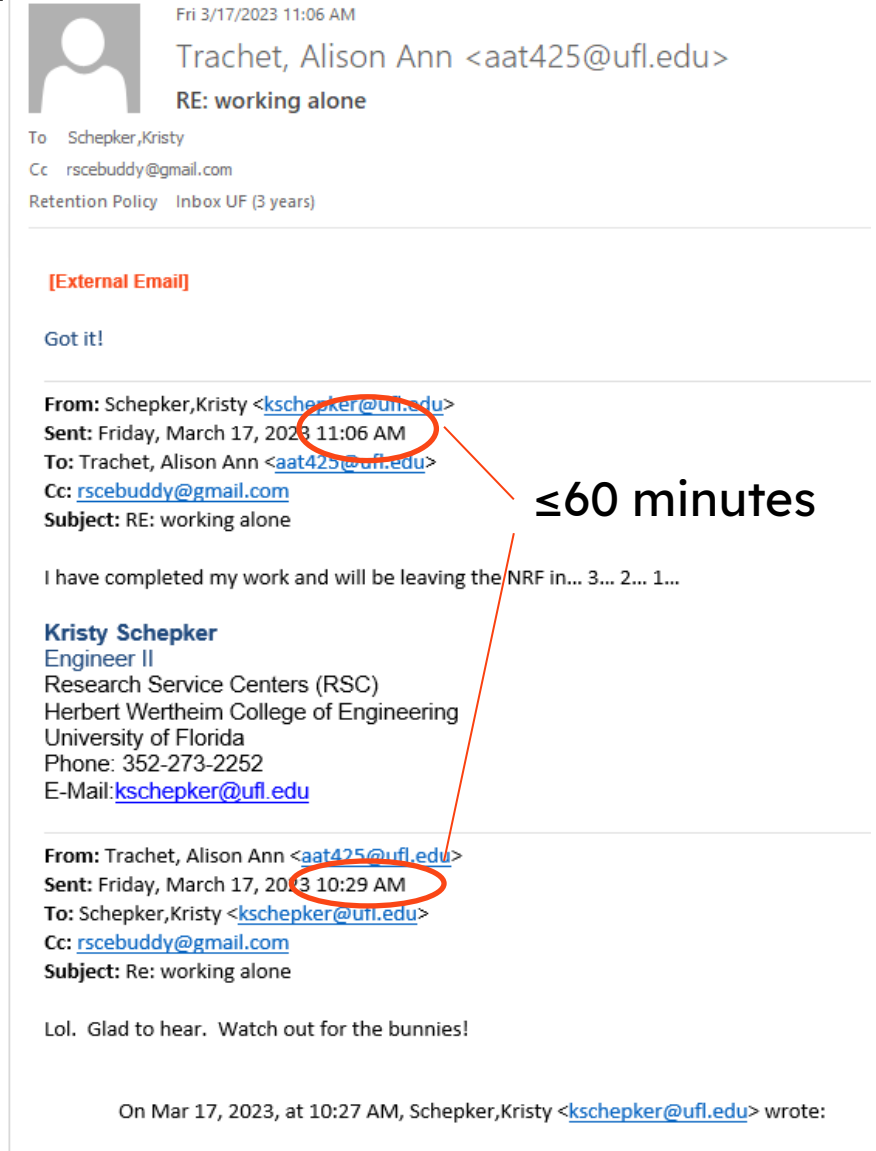
17 minutes without a response: change e-buddies!



How do I end my e-buddy session?

Last message should be sent when leaving the RSC facility. This ends your e-buddy session.

✓ *E-buddy should acknowledge receiving notification*



What if I know I can't check in at the pre-arranged time?

Check in early!

If during work it is realized that next check in with e-buddy will fall at time in which is not feasible to use your phone (e.g., working in a hood, running complex process, etc.), do an early check in.

A late check-in, beyond the pre-agreed frequency, is not acceptable.

What if I don't contact my e-buddy at the pre-arranged time?

- ✓ E-buddy should call cell phone of user
- ✓ E-buddy should call the RSC land line of the area where RSC user planned work
- ✓ E-buddy should call UPD and request a check

E-buddy can skip previous steps and call UPD IMMEDIATELY if they feel it's necessary.

University Police Department: 352-392-1111

What if two of us are working together after hours?

BOTH in-person users should have AHA.

IF one buddy does not have AHA, pre-approval from rscinfo@mail.ufl.edu (in writing) is required for that person to be in the RSC. **There is NO cleanroom access in this case.**

BOTH send initial texts stating that they are in person and where they will be working. No regular check ins are required as long as both buddies remain in sight of one another.

BOTH send emails or text checking out.

If one of the two leaves early, an e-buddy should replace the in-person buddy. Any user without AHA may not stay alone.

NRF Addresses and Phone Numbers

Nanoscale Research Facility (NRF)

1041 Center Drive
Gainesville, FL 32611-6621

Room	Phone Number
122	352-273-2220
128	352-273-2224
125	352-273-2222
131	352-273-2225
132	352-273-2226
134	352-273-2227
136	352-273-2208
137	352-273-2229

Room	Phone Number
161	352-273-2233
162	352-273-2234
164	352-273-2236
165	352-273-2237
166	352-273-2239

Room	Phone Number
222	352-273-2250
224	352-273-2251
228	352-392-1104
233	352-273-2252
235	352-273-2253
239	352-273-2254
248	352-392-7979
283	352-273-0016
285	352-273-2288

Nuclear and Fuel Materials Characterization Facility (NFMC)

1917 Stadium Rd.
Gainesville, FL 32611

Room	Phone Number
008B	352-294-0408
008E	352-273-2228

ALL e-buddy messages must also include:

NRF e-buddy phone number: 352- 559-9359

NRF e-buddy e-mail: rscebuddy@mail.ufl.edu

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