



Nanofab User Policy Agreement

Nanofab staff are committed to providing an environment conducive to high-quality research and learning. All members of the Nanofab community (students, staff, faculty, and industrial visitors) are expected to act in a professional manner giving courtesy and respect to other members of the community. The actions of any one member of the community have the potential to affect all other members of the community, and the successful outcome of their research.

To promote a safer, cleaner, and more useable atmosphere in the lab, we ask all community members to

1. READ Each user is responsible to read and be familiar with the following documents:

- a. The Lab Usage and Safety Policy.
- b. The MSDS and Standard Operating Procedures (SOPs) for each chemical that you use.
- c. SOPs for each piece of equipment you use.

These documents do change from time to time, and the Nanofab staff will attempt to notify users of any changes to these documents, but users are ultimately responsible for ensuring compliance with all lab policies.

2. BE RESPONSIBLE Each user is responsible for the equipment and chemicals he or she uses. Each user must follow at least the following minimum guidelines, *or be subject to consequences, minimally including fines (see over), and potentially including expulsion from the lab.*

- a. Adhere to all cleanroom gowning and wafer handling protocols. Store gown in your cubbie. Keep it neat & tidy.
- b. Wear proper personal protective equipment at all times. This includes wearing safety goggles at all times and following the gloving policies as outlined in the Lab Usage and Safety Policy.
- c. Fill out the log book for all equipment that you use. Do not use a piece of equipment without first reserving it with the online scheduler.
- d. Label all in-use chemicals. In-use Chemicals should not be left in wet benches for longer than 48 hours.
- e. Leave all equipment in the same or better manner as it was found. This includes turning off microscopes and cleaning spinners when you are finished using them. ***Clean as you go! Tidy up when you are finished!***
- f. Store all personal equipment and supplies properly. Public areas are not to be used for storage of your items.
- g. Clean and properly dispose of chemical bottles when they are empty by rinsing and putting glass in the trash.
- h. Follow the proper disposal procedures for all chemicals. If you do not know how or where to dispose of something, ask the staff.
- i. Notify staff immediately in the case of an accident resulting in a chemical spill or broken equipment or injury.
- j. Each user will be issued only one access card for entering the lab. Users will not share their access card with any other student or user.

3. RESPECT

- a. Treat all of the equipment and experiments in the lab as if it were your own. Do not dispose of or dismantle an experiment or chemical without first checking with a member of the lab staff.
- b. If you don't know how to use a piece of equipment, get trained before trying to figure it out on your own.
- c. If you observe someone failing to follow these guidelines, please help them in a kind manner to understand the correct lab policy, or report infractions immediately to lab staff.
- d. Participate monthly in assigned student lab cleans, and during annual lab wipe-downs.
- e. Report potential safety hazards to a member of the lab staff.

I have read and will follow the policies outlined in this document. I understand that failure to follow these policies may endanger the entire lab environment and serious infractions will result in fines and/or loss of lab privileges. I understand that I will be held responsible for any damage caused if I fail to follow these policies.

Sign Here

Name (Printed)

Date

Student ID Number

Contact Phone #

PI Signature

PI email

Student email

Nanofab Infraction Accountability Fine Sheet

\$40 or one hour additional lab clean or service—Cleanroom protocol:

- Untidy gown cubbie (sleeves hanging out, booties improperly folded to cover soles)
- Storage of personal belongings (backpacks, etc) in front hall
- Improper use of lockers (leaving materials in overnight, leaving a mess...)
- Improper protocol, incl. gowning, safety glasses, use of tweezers, gloves, or notebooks
- other similar infractions

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\$100 or three hours of lab service—Disrespect for the labmember community:

- Failure to clean up after yourself (i.e., failure to clean spinner after use, improper use of trash, tools, wet bench, chemicals, balances, samples, photoresist drips, etc.)
- Failure to follow standard operating procedures without prior approval from staff
- Failure to reserve equipment or to log equipment use and parameters in log books
- Improper waste disposal or failure to clean and dispose of empty chemical bottles
- Failure to complete lab clean (access may be suspended until completed)
- other similar infractions

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You will be *expelled* and fined for infractions suggesting cheating, abuse of lab privileges, or interference with the research of another lab member (re-entry: \$200 or 5 hours of lab service):

- Safety Infractions endangering yourself and others
 - Failure to comply with the buddy policy (in the lab alone)
 - Improper chemical glove use, e.g., touching equipment or door handles with chemical gloves
 - Not using proper personal protection attire while using the wet bench
 - Changing gas cylinder settings or configuration without lab staff approval and training
 - Improper chemical handling, transport, storage, use or labeling
- Bringing non-approved chemicals, materials, or people into the lab
- Failure to immediately respond to and/or report equipment problems, injuries, or safety hazards, including chemical spills
- Using equipment or supporting infrastructure you are not trained on and authorized to use
- Improper use of chemical fume hoods or wet benches (e.g. solvents in wet benches)
- Improper use of tools and equipment (e.g., wafer hot plates for hot chemical baths, use of contaminated tweezers or materials in furnace prep areas)
- Improper entry (failure to card swipe in, using a back door, using another researcher's card, propping doors open, illegal entry at night, or abuse of card swipe by being in the lab when the card manager shows you are out, etc.)
- Theft or any unauthorized removal of equipment or materials
- Disturbing other researcher's samples (except in case of safety-related emergency or with permission from Microfab staff)
 - Removing another researcher's samples from equipment or chemicals
 - Altering process parameters during another researcher's run
 - Contaminating vacuum chambers, chemical baths, or another's samples
- other similar infractions

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Expect that the infraction will be called in to the administrative staff immediately when it is observed. An email will be sent to you (cc your advisor) indicating the fine that will appear on the next bill.