

# Micro/Nanofabrication Center (MNFC) Expectations for Use

## **What you can expect from the MNFC staff**

- Courtesy – We are all continuously learning. We love to learn about your research and new ways of doing things as much as we love to share what we know.
- Safe systems – We commit to a safe, productive working environment with functioning infrastructure and systems
- Tools to get the job done – You have access to supplies, tool status, process performance trends, operating procedures, quick start guide, MNFC Manual, accessible and friendly staff...

## **What others expect from you**

- A Safe Attitude – people who place themselves and others at risk will lose lab access privileges.

All operations must be undertaken with primary consideration for the safety of both the individual and others in the community. Working unimpaired (*e.g.*, impairments due to lack of sleep, overstress, illness, medicated or intoxicated) is as important in the lab as it is in driving a vehicle. Ignorance of the procedures and protocols, lack of common sense, carelessness, and haste do not excuse unsafe behavior.

- Respect for Others – Do you understand the purpose of *Never Work Alone Policy*, *Safety Liaison*, and *Buddy System* and do you adhere to the spirit of that purpose? Do you clean up after yourself? Are you courteous and respectful of the facility and the people who work and perform research here? Is this a better place for everyone because you are here?

Tool users must not change common tool recipes, leave vacuum chambers vented, process materials beyond the posted “allowed” set, or leave the tool in a non-baseline state. Tool users should reserve equipment time judiciously. All chemical containers must be labeled. Unattended chemical containers must be labeled with the name of the owner, contact information, time/date left and time/date to return.

## **Things that are up to you:**

- Your Process and Research – It is your responsibility to run monitor wafers and appropriate test structures to ensure your processes perform as you expect them to.
- Your Responsibility – If you see a problem, please communicate with the individual or report it to the lab staff.
- Your Accountability – If you create a problem, it is far better to “own-up” to it immediately.
- Your Honor – The facility operates on the honor system - violations will be handled appropriately.

## **What you can expect as an outcome of working at the MNFC**

- Pride of ownership results from your respectful use of the lab. A rewarding, satisfying sense of community comes from interacting and working well with others in the lab. Research success comes from appreciating and utilizing the available resources to full effect.

## **Some Specifics**

- Log in and out of NEMO when entering and exiting the MNFC facility EXCEPT when leaving in an emergency so that first responders can account for all those who were in the facility.
- Replace the cleanroom suits after seven usage days.
- Safety eyewear is required at all time when in the MNFC cleanroom laboratories. Choose safety glasses or splash goggles then wear them consistently without swapping during the day. Don’t handle eyewear with chemical gloves.
- Splash goggles or face shield on top of safety glasses to be worn when working at any chemical hood in main MNFC cleanroom, SMP and Packaging laboratories.

**Restricted Equipment & Use of Lab**

- Never work alone in the MNFC.
- Operations with corrosive chemicals at the wet benches (acid, base, and RCA hoods) require an assistance of a Safety Liaison or in-person Safety Buddy.
- All other operations in the MNFC must be performed either with the assistance of Safety Liaison, in-person or virtual Safety Buddy depending on the risk.

**Bringing Chemicals into the MNFC**

In order to be allowed to bring new materials (substrates or chemicals) into the MNFC:

- Fill out the New Material Request form in NEMO.
- Refrigerated chemicals cannot be stored in either refrigerator until approved by MNFC staff.
- The chemicals must be stored in the appropriate cabinets, on shelves designated for your use.
- All chemicals MUST have a MNFC staff provided label (filled out) on it.
- Chemicals not managed according to these instructions will be disposed as waste.

**Guests**

All guests must be cleared by the MNFC staff before entering the laboratory. Guests are admitted to the laboratory for the purposes of a tour or observation only; no guests are allowed to process devices or use equipment.

**No entitlement to work in the MNFC**

- It is a privilege to work in the MNFC. No one is entitled. Everything you do inside the lab affects others.
- There are no police in the MNFC. It is your responsibility to communicate directly with others in the lab. Be adults: communicate with each other and work out issues together. If you see a problem, report it to MNFC staff.
- Individuals who demonstrate the inability to work unsupervised will be denied after-hours work access to the MNFC: not following hygiene, face covering, and self-distancing procedures, not cleaning up after themselves, not exhibiting awareness or respect for fellow Labmembers.
- Safety violations will result in loss of access. Honor code violations will result in loss of subsidy.

***I understand and agree to the above conditions of use:***

**Researcher Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_,

**Date** \_\_\_\_\_