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Updated:

Lost and Found Cart **Laboratory Policy**

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For wafers, masks and lab books left (forgotten) at work area by another user.

1.0 Responsibilities:

- 1.1 It is every one's responsibility to understand and adhere to all Solid State Electronic lab policies and procedures.
- 1.2 Failure to follow any of the policies or procedures may lead to removal from the lab.

2.0 References:

- 2.1 Material Safety Data Sheets (MSDS)
- 2.2 Chemical Hygiene plan

3.0 Engineering and Administrative Controls

- 3.1 N/A

4.0 Procedure:

- 4.1 This cart is not for garbage you do not want. Examples: old mask, scrap wafers. Old mask and scrap wafers belong in the glass trash. Wafers with arsenic goes into the arsenic trash.
 - 4.1.1 When placing anything-old masks or scrap wafers in glass trash, do not wrap in a clean room wipe.
- 4.2 If wafers or mask do not belong to you, deliver to their proper owner. If you do not know who this person is, then place on lost and found cart.
- 4.3 The bottom of the shelf is labeled "Box Trades". You may place empty boxes there. Anyone needing a box may take from this shelf.
- 4.4 The other shelves are labeled "Lost and Found". Do not take wafers, masks or



boxes from these shelves, since they belong to someone else.

4.5 Staff cleans this cart monthly, but will warn in advance with an email.

When you receive the email, check that you do not have anything on this cart.

5.0 Accident Procedures:

5.1 Read your MSDS for each specific chemical.

5.2 Report all accidents (injuries, spills, fires) to the SSEL manager or other SSEL staff. For emergencies during non-business hours, call the Emergency on call member at (734) 764-4127 or the Dept. of Public Safety (734) 763-1311.

