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Thin Film Bay Protocol **Laboratory Policy**

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Protocol for general use of the Thin Film Bay.

1. **Responsibilities:**

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

2. **References:**

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

3. **Engineering and Administrative Controls**

- 3.1. N/A

4. **Procedure:**

- 4.1. Un-qualified people must **NEVER** operate equipment unless a qualified user is supervising them.
- 4.2. Never break rule step 4.1
- 4.3. Qualified users are fully responsible for the actions of people they are training.
- 4.4. You must pass the checkout procedure to become a qualified user.
- 4.5. **NEVER** leave a source empty (evaporators and Sputter machines.)
- 4.6. Always follow the operating procedures posted for each machine.
- 4.7. **Never** allow another user to use your
 - 4.7.1. User ID and password.



- 4.7.2. This is a violation to all MNF policies and there will be consequences.
- 4.8. When you are done working with a machine, CLEAN UP the work area. Remove all wipes, broken wafers, personal logbooks, etc.
- 4.9. If you are more than fifteen (15) minutes late to use a machine, someone else may use your time slot.
- 4.10. Do not sign up for more than two (2) time slots in succession.
- 4.10. It is your responsibility to report any equipment problems, or operating errors in a timely manner. Report all problems to the tool owner.
- 4.11. If you have signed up for a tool, but do not use for any reason, please have the courtesy to remove your name from that slot.
- 4.12. Check Out Procedure
 - 4.12.1. Fill out a “request for check-out form” and submit to tool owner. They are available on the MNF website, http://www.mnf.umich.edu/MNF/Current/Forms/SSEL_Request_for_Check.pdf
 - 4.12.2. When you come to be check out on a tool, you should be able to perform all of the steps on the SOP for that particular tool.
 - 4.12.3. Appointments are taken for the week on a first come first serve basis, in person ONLY.
 - 4.12.4. Have samples prepared for your check out.

5.0 Accident Procedures:

- 5.1 Read all MSDS prior to using any 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 SSEL Emergency on call member at (734) 764-4127 or the Dept. of Public Safety at (734) 763-1131.

