

# UNT Nanofab User Policy Agreement<sup>[1]</sup>

## 1. READ

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

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

## 2. BE RESPONSIBLE

Each user is responsible for the equipment and chemicals he or she uses. Each user must follow the following guidelines, *or be subject to consequences (see reverse page), potentially including expulsion from the lab.*

- a. Adhere to all cleanroom gowning and wafer handling protocols.
- b. Wear proper personal protective equipment (PPE) at all times. This includes wearing safety goggles at all times and following the gloving policies as outlined in the Cleanroom User and Safety Manual.
- c. Fill out the log 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 condition 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 at least 3 times 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 they are 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 loss of lab privileges.
- I understand that I will be held responsible for any damage caused if I fail to follow these policies.
- I understand that I may be included in photos and/or videos taken during lab usage and they may be shown for Nanofab purposes.

Sign Here \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_ Student ID # \_\_\_\_\_ Contact Phone # \_\_\_\_\_

PI Signature \_\_\_\_\_ PI email \_\_\_\_\_ Student email \_\_\_\_\_

PI account# \_\_\_\_\_

# UNT Nanofab Accountability Consequences

Violations of UNT Nanofab protocol and procedures will result in restricted lab access and privileges. The consequences are shown in the following table. **All the offenders need to go through safety training again to resume the access to the cleanroom.** Consequences for multiple violations will be imposed at the highest level. Violations that occur during a restriction will be additive. Lab staff reserves the right to enforce additional consequences, as deemed necessary.

	<b>Lab Protocol</b>	<b>Safety or Lab Respect</b>
<b>1st occurrence</b>	2 week access suspension	4 weeks access suspension
<b>2nd occurrence</b>	4 weeks access suspension	8 weeks access suspension
<b>3th occurrence</b>	Possible expulsion	Expulsion

## **Lab Protocol violations include (but are not limited to):**

- Untidy gown cubbie (sleeves hanging out, booties improperly folded to cover soles, storage of non-authorized materials, etc.)
- Improper use of lockers (leaving materials in overnight, leaving a mess...)
- Improper protocol, including gowning, safety glasses, use of tweezers, gloves, etc.
- Failure to complete lab clean (access may be suspended until completed)

## **Lab Respect violations include (but are not limited to):**

- Improper entry (failure to card swipe in, using a back door, using another researcher's card, loaning card to another person, assisting another to enter improperly, 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.)
- Failure to follow standard operating procedures (SOP's) without prior approval from staff
- Failure to reserve equipment or to log equipment use and parameters
- 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.)
- Using equipment or supporting infrastructure you are not trained on or authorized to use
- Disturbing another researcher's samples (except in case of safety-related emergency or with permission from Nanofab 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
  - Theft or any unauthorized removal of equipment or materials (may result in expulsion)

## **Safety violations include (but are not limited to):**

- 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
- 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)
  - Not using appropriate personal protection equipment (PPE) for the task
  - Improper chemical handling, transport, storage, use or labeling
- Improper waste disposal or failure to clean and dispose of empty chemical bottles
- 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
- Improper use of chemical fume hoods or wet benches (e.g. using or disposing solvents in wet benches)

**I understand and accept the violation and consequences policy:** Sign Here \_\_\_\_\_ Date \_\_\_\_\_