



November 17, 2022

Hello Nanofab Users:

Welcome to the November issue of ASRC Nanofab Newsletter. You may have noticed some changes in the enforcement of lab policies. We are actively updating our user policies to make certain that the lab is safe for everyone, and that tools perform up to standards. Please read all emails entirely as you are responsible for knowing the updated policies and procedures.

Please pay close attention to all emails coming from the ASRC Nanofab listserv and messages posted by staff in Nanofab Slack channels

Policy Updates

1. In order to provide clarity to all users regarding the lab operating and safety policies and how they are enforced, we have created updated policies regarding loss of access and after-hours access. Our sole goal in enforcing these policies is to ensure that everyone who uses the Nanofabrication Facility is able to do so in a safe and clean environment. Please review these policies in the attached Suspension of Access and After-Hours Access PDF. Be mindful of these policies when you are working in the cleanroom.
2. We are also changing our lab policies to ensure that all users are up-to-date on lab protocols and safety policies:
 - a. Users who have not accessed the cleanroom and enabled equipment since July 1st, 2021 will have their access temporarily suspended until they retake the Cleanroom Orientation and the ASRC Lab Safety Training.
 - b. Users will now be required to enable chemical processes in badger whenever they are working in any hood. The number of slots for processes in badger varies depending on the hood, but the number of users allowed to be physically working in a hood is limited to 1 for the acid and 2 for the solvent hoods. For more details on the policy please read the attached Chemical Hood Badger Policy PDF. If you are not currently qualified to enable chemical processes in badger please contact facility staff.
 - c. Beginning in January 2023, users with access to the acid hoods will be required to take a yearly refresher training in order to maintain

their access to the acid hoods. Facility staff is currently in the process of updating and redesigning this training, so more details will be forthcoming as it takes shape.

While the safety of our users is paramount to the facility staff, we also want the experiences of our users to be of positive growth. The ASRC Nanofabrication Facility can and should be a place for students and researchers to expand the knowledge and skills that will aid them in their professional development. The changes we are making to our policies and procedures are meant to reflect these goals, and our enforcement of these policies is never intended to punish users but rather to emphasize the important purpose of the policies. We should all strive to improve the safety and stability of the cleanroom, and we can do so if we all work in concert and treat each other with mutual respect.

Equipment Updates

1. The **50keV Elionix** will be down for a gun change from December 1st through December 15th. Updates will be posted in Slack.
2. Reminder: **All Oxford tool recipes** will be DELETED December 6th, unless you contact us with the recipe that you want to save. This is for ALL Oxford tools (ICP-CI, ICP-FI, RIE80 and PECVD). To have a recipe saved please send a screenshot of the recipe name and all process parameters to Sam at: sroberts@gc.cuny.edu.

This concludes the ASRC Nanofab updates for November. Have a wonderful and safe Thanksgiving holiday!

Nanofab Staff