

# Nanofabrication Facility: Policies Regarding Loss of Access and After-Hours Access

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The ASRC Nanofabrication Facility is a 24/7 operation. All members must complete member onboarding, safety training, and an orientation before they are permitted access to the facility. Specific instrument training is provided to members before they are permitted, or considered qualified, to use specific equipment inside the facility.

After-hours access, defined as access to the facility any time *outside of Monday-Friday 9am-5pm*, is a privilege reserved for members who hold a C-14 certificate for the ASRC (C-14s for other universities or labs do not qualify) and have demonstrated a high level of competence and responsibility in their lab work. It is afforded only to members who can be trusted to follow cleanroom policies and safety procedures without staff supervision. Non-compliance with policies and procedures will result in loss of after-hours access. Repeated and continual non-compliance will result in complete loss of access to the Nanofabrication Facility.

## I. What warrants loss of after-hours access?

### A. Jeopardizing the safety of the member or other members

1. Improper use of chemical hood PPE:
  - a) Members are required to wear safety glasses when using chemical hoods. Eyeglasses do not qualify as safety glasses. If wearing eyeglasses, proper safety glasses must be worn over them.
  - b) Members are required to wear a full chemical apron that covers their arms and torso down to their knees, acid-resistant gloves, and a face shield when using acid hoods.
  - c) All PPE should fit properly and be securely fastened. All PPE should be sized to fit comfortably, but not too loose or unmanageable. Aprons must be fastened both around the neck and waist and must never hang loose from the body.
  - d) Members must check for cracks, tears and other damage in the PPE that would compromise its effectiveness before they put it on. Do not use damaged PPE.
2. Improper use of the acid hoods (specific violations are listed below in section II. Acid Hood Violations).
3. Not having a qualified chemical buddy present when using an acid hood

4. Leaving chemicals unlabeled and unsupervised in a hood
5. Using chemicals outside of a chemical hood
6. Not cleaning up chemical hoods after use. No chemicals, glassware or other supplies should be left in the hood and all drips and spills must be cleaned up.
7. Disposing of used wipes, PPE or other consumables in the wrong waste container. Any sharp items that could puncture a trash bag must be disposed of in a sharps container. Anything contaminated by chemicals (used wipes or PPE) must be disposed of in the red hazardous waste containers.
8. Use of tools that you are not trained on. Members must be trained and certified by staff in order to use a tool unsupervised (this includes the acid hoods).
9. Allowing non-certified members into the lab during after-hours. Members are considered non-certified if they do not have a C-14 for the ASRC (C-14s for other universities or labs do not qualify) and have not been explicitly granted after-hours access by facility staff. *If the cleanroom door will not open when you use the iris scanner it is because you do not have after-hours access and should not be in the lab.*

## B. Disregarding the lab operating policies

1. Entering the cleanroom without appropriate attire. Members must wear cleanroom nitrile gloves (no gloves worn outside the cleanroom) and full cleanroom suit over a hairnet (all hair must be contained in the hairnet) and booties. Members cannot wear shorts/skirts or open-toed shoes regardless of the fact that they will be donning a full cleanroom suit.
2. Not wearing a cleanroom facemask in the lithography bay. Masks worn outside the cleanroom are not cleanroom masks, so a cleanroom mask must be worn over the outside mask.
3. Not cleaning up after yourself. Members must put their personal supplies in their storage bin and dispose of any used wipes and other detritus from their time in the cleanroom.
4. Going into restricted areas of the lab (maintenance chases and the back storage hallway) without explicit staff permission.
5. Enabling tools for members other than yourself.
6. Using tools enabled by another member.
7. Allowing access for accompanying guests into the Nanofabrication Facility who have not be authorized or trained to enter the facility.
8. Engaging in any unprofessional conduct.

## C. Acid Hood Violations

1. Not wearing the appropriate attire when using the White Acid Hoods. Requirements are: **Blue Vinyl Apron, Orange Trionic Gloves, and Face Shield.**
2. Touching anything inside the acid hoods without the above attire.
3. Leaning on the hood without the above attire.
4. Not wearing orange acid-resistant gloves when retrieving acids, caustics or oxidizers from chemical storage cabinets.
5. Not rinsing gloves or cleaning splashes of chemicals off aprons or face shields after using the chemical hood.
6. Placing face shield in the acid hoods.
7. Not carrying acids in the proper transport container
8. Opening, shaking, or pouring acids outside the designated hoods
9. Touching your face or white face mask while wearing the orange gloves.
10. Walking away from the acid hood and around the cleanroom while wearing PPE contaminated by chemicals.
11. Touching any other tools, microscopes or non-acid hood supplies while wearing the acid hood PPE.
12. Not enabling the chemical process in badger while using the chemicals in a hood.
13. Bringing members of your group to use the acid hoods who have not been trained by the facility staff will result in immediate suspension for both members.

## II. Timeframe and requirements to regain access

- A. Depending on the severity and danger of the infraction, the member is generally first given a warning. Should that same member be found to be in violation of policies again within 1 month, after-hours access will be suspended for 1 week.
- B. For infractions considered particularly egregious (items numbered 1.A.[8-9], 1.B.[7-8]) no warning will be given, and the member's after-hours access will be immediately suspended for 1 week.

## III. Repeat Offenses

- A. Repeat offenses will result in successively longer suspension periods.

- B. Depending on the nature of the offense, and especially if the member demonstrates a lack of understanding of policies and procedures, the member may be required to repeat the lab orientation training and/or the chemical safety training, as appropriate.
- C. If a member repeatedly violates lab operating policies and chemical safety policies enough to be suspended more than 3 times within a 6-month timeframe, the user will permanently lose after-hours access.
- D. If a member demonstrates unwillingness to follow lab operating policies and chemical safety policies, they will permanently lose after-hours access.

#### **IV. What warrants complete loss of facility access?**

- A. If a member who has lost after-hours access permanently continues to demonstrate unwillingness to follow lab operating policies and chemical safety policies during regular business hours, they will permanently lose all access to the facility.
- B. For members who have not yet received after-hours access, repeated violations will result in suspension of all access to the facility.
  - 1. Such members who commit the same violation 3 times within a 1-month period will be suspended for 1 week.
  - 2. For infractions considered particularly egregious (items numbered 1.A.[8-9], 1.B.[7-8]) no warning will be given, and the member's after-hours access will be immediately suspended for 1 week.
  - 3. Subsequent violations will result in successively longer suspension periods.