

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. Label all in-use chemicals.
- d. 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!***
- e. Store all personal equipment and supplies properly. Public areas are not to be used for storage of your items.
- f. Clean beakers when they are empty by rinsing at least 3 times and putting on drying rack.
- g. Notify staff immediately in the case of an accident resulting in a chemical spill or broken equipment or injury.
- h. 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. 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.

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.

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

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 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 _____