

MicroFabrication Laboratory (MFL) Lab-User Entry/Exit Approval Procedures

Procedure for Entering the MFL as an Approved Lab-User

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|--------------------------|---|-----------------------|
| <input type="checkbox"/> | Submission of process flow for fabrication in the MFL | MFL Director/Engineer |
| <input type="checkbox"/> | Approval of process | MFL Director/Engineer |
| <input type="checkbox"/> | Safety tour | MFL Safety Officer |
| <input type="checkbox"/> | Read the chemical hygiene plan | Read and Acknowledge |
| <input type="checkbox"/> | Read the orientation packet for new lab-users | Read and Acknowledge |
| <input type="checkbox"/> | Safety test | MFL Safety Officer |
| <input type="checkbox"/> | Service center requisition | MFL Director |
| <input type="checkbox"/> | Pay security deposit | MFL Director |
| <input type="checkbox"/> | Assignment of clean-room keycard | MFL Safety Officer |
| <input type="checkbox"/> | Procedures for access, equipment reservation | MFL Safety Officer |
| <input type="checkbox"/> | Successful completion of MFL training, lots I and II | MFL Director |
| <input type="checkbox"/> | Lab-user added to approved lab-user equipment list | MFL Director |
| <input type="checkbox"/> | Safety re-certification test (as required) | MFL Safety Officer |

Procedure for Exiting the MFL Lab

Upon completion of contract obligations for use of the MFL (external customers) or graduation (internal customers) lab-users should return the following items that may have been issued to them during their tenure:

- Notebook*
- Black Teflon®, anti-static wafer storage box for in-process wafers*
- Single wafer carriers*
- Clean-room keycard*

*** these items must be returned in order to retrieve security deposit**

Lab-users are responsible for proper disposal and/or removal of the following items:

- Silicon wafers or chips
- Chemicals that are not part of the standard MFL inventory. Please notify (via email) the MFL Safety/Hygiene Officer for appropriate disposal measures
- Non-standard MFL equipment used for specified processing
- Photo masks
- Retrieve security deposit

Any supplies not removed by the lab-user become the property of the MFL