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

**Procedure for Entering the MFL as an Approved Lab-User**

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

**Procedure forExiting 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