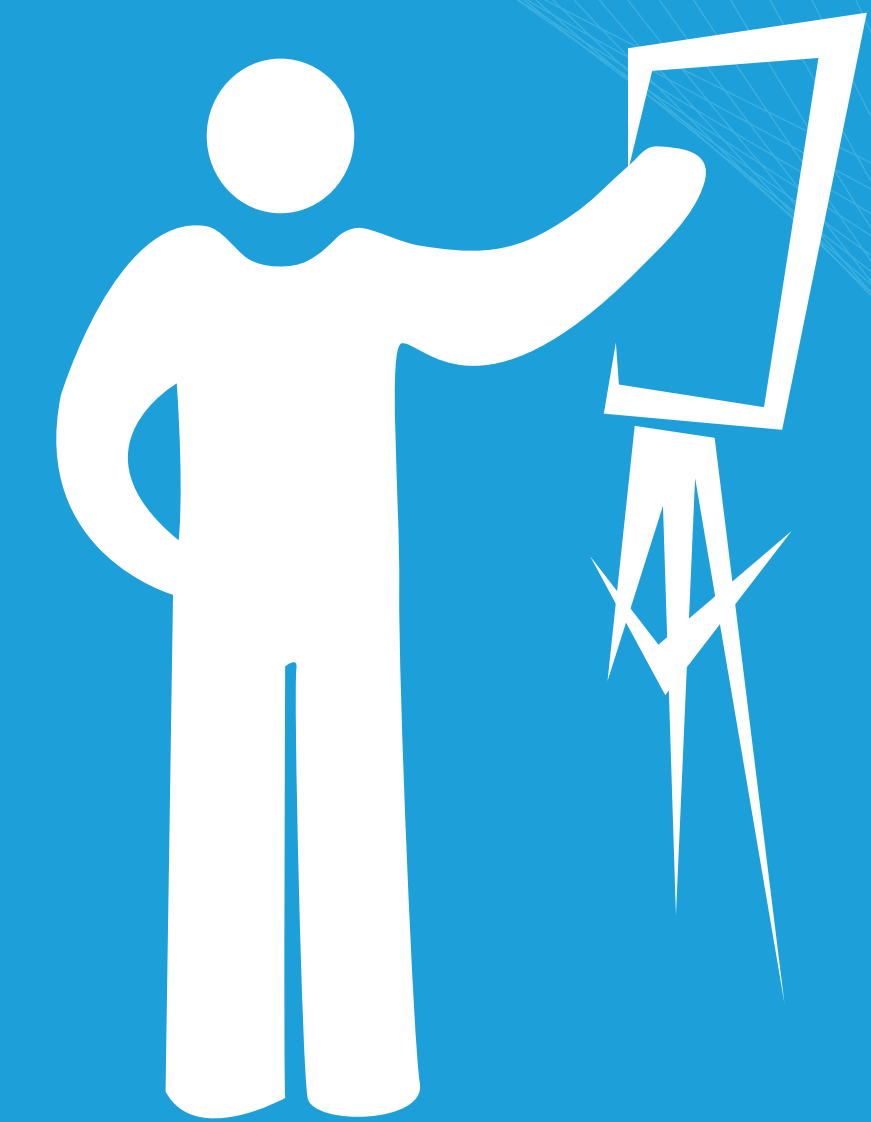


INRF BiON POLICY OVERVIEW

1. All users must be familiar with the INRF Safety Policies & Procedures before entering the cleanroom.
See our Lab Safety Manual at: <http://www.inrf.uci.edu/safety/standard-procedures/>
2. Regular work hours are 7:00a.m. - 6:30 p.m. Users that require after hour access must become a Super User.
3. All users/guests/and staff must log in and log out of the facilities. **NO EXCEPTIONS.**
4. Once approved for use of lab tools, users must log in and out and fill out the necessary logbook information. Various tools can be reserved at the tool or by website. Only one slot can be reserved at a time. If the tool has not been booked a user can use the tool multiple slots but if another user needs the tool the current user has to give up a time slot.
5. Users must access the facility or tools they are approved to use on a regular basis or accessibility will be denied. If you do not access the tools within the time limit specified on the Equipment page of our website (**90-180 days**) access will be denied. If you do not access the facility within **180 days** accessibility to the cleanroom will be denied. If this occurs, the user must be re-certified by technical staff. Re-certification is completed on a monthly basis.
6. The **buddy system is highly enforced!** It is required when performing any wet etch processing. Please communicate with one another when performing this task. Pay close attention to posted do and don't signs.
7. User Clothing: PPE equipment is always required to be worn when using or handling acid materials. Safety glasses should be worn at all times in the lab, except when using a microscope or other equipment with eyepieces (Exception: Those with prescription glasses – see Jake Hes for clearance)
8. All users are required to clean up after themselves. Example, bench tops and utensils in wet etch and developing areas and upon finishing up with spinners.
9. In use chemical forms are required to identify chemicals that are presently being used. This is especially important with chemicals that are being stored on bench tops overnight or for long etch times.
10. Personal chemicals need to be properly labeled and dated within **90 day** intervals so staff can identify personal chemical in use. Any chemical beyond **90 days** will be disposed of.

PROHIBITED USER ACTIVITIES



1. Eating and gum chewing.
2. Bringing in drinks, including water bottles (please use water dispenser outside the lab).
3. Sudden and fast movements (i.e., no running).
4. Wearing open toe shoes or sandals.
5. Working alone when handling hazardous material.
6. Bringing in chemicals before receiving proper approval.
7. Working with chemicals in an undesignated area (**must work under exhaust hood**).
8. Installing or changing out gas cylinders.