Safety Violations

Common Examples
Frequently noticed violations

- Flammable cabinets not properly closed
- Illegible/Incomplete log books
- Hot Plates unattended and/or in forbidden areas
- Illegible/Incomplete process in progress and hazardous in use forms
- Microscopes lamps/lights left on
- Forged Sessions not started/stopped properly
- Trash left in the wrong trash bin
- Chemical bottles improperly stored
- Oven doors not closed properly, forbidden items found inside
- Lock Out / Tag Out tags not respected
- Chemicals left beyond their acceptable date
- Bulk chemicals not returned to flammable cabinets
- Flammable cabinets not properly closed
Hot Plates unattended and/or in forbidden areas
● Illegible/Incomplete process in progress and hazardous in use forms
Who? What? When!
- Microscopes left on
● Trash left in the wrong trash bin
- Chemical bottles improperly stored
Oven doors not closed properly, forbidden items found inside
• Lock Out / Tag Out tags not respected
<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>TIME IN/OUT</th>
<th>HF BENCH</th>
<th>CLEANING BENCH</th>
<th>METAL ETCH</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/14</td>
<td>JAKE</td>
<td>8:00AM-10:00AM</td>
<td>RM 1432</td>
<td>RM 1421</td>
<td>RM 1422</td>
<td></td>
</tr>
<tr>
<td>01/01/14</td>
<td>JAKE</td>
<td>12:00PM-2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example:**

- **JAKE'S CELL (562)-522-8329**
- **IF YOU HAVE QUESTIONS**, **OK**
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 7:00 a.m. - 5:00 p.m. Users that require after hour access must become a Super User.

3. All users/guests/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 tool 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 90 days access will be denied. If you do not access the facility within 180 days accessibility will be denied.

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.
Forged System Notice to Every and All UCI INRF and BiON Users

June 19, 2017

BiON, Equipment, Equipment Down, General, INRF, Maintenance / Repair, Safety

All INRF and BiON Users,

Reminder: Both INRF and BiON lab entrances are now done through the Forged System via Chrome.

All equipment in both the INRF and BiON are also now operated through the Forged System via Chrome.

*There should be no more instances of the past Legacy System in operation, either for tools or for Lab Log in.

Please do NOT start playing around with netbooks or computers looking for the Legacy System or changing computer settings.

Please do NOT access the Latch System.

Please do NOT modify hardware (cables, latch boxes, etc).


Thank You,
INRF Staff

Please RSVP to stevenm4@uci.edu and in the subject line please use "RSVP All Hands".

*Please Clean Up After Yourself!
*02 clean for 50% of your etch time!
* Ensure Latch Program is always open in background.
* Contact staff if any issue.
* Fill in Log Books correctly & accurately.
* Ensure Forged Profile is update & complete!
Forged Violations Page