Excerpts from the Safety and Health Plan
Chemical Hygiene Plan
V. Rules and Policies

User Lab Rules and Policies
The following is a list of rules and policies that all users agree to abide by. This list is intended to include the most common problems but user responsibilities are not limited to this list.

5.1 Access
- A user must complete the WCAM safety course and pass the quizzes prior to access being granted.
- A user may only access the lab and equipment using only their ID card or CRESS account.
- Never prop open any doors from the gown room to the outside hallway or from the gown room to the clean room corridor.
- A user must log into CRESS to enter the clean room.
- Every user in the clean room must be logged into CRESS.
- A user must log out of CRESS to exit from the clean room to the gown room.
- It is the responsibility of the user and/or their principle investigator to notify the staff when a user no longer will be using the lab.
- It is the responsibility of the user to return their keys prior to their lab account closing.
- It is the responsibility of the user to remove any of their personal items, including personal chemicals, prior to their lab account closing.
- A fee may be charged if staff must dispose of personal chemicals abandoned by inactive users.

5.2 General Safety
- Call 911 in the event of an emergency.
- LONE WORKER RULE, during non-UW business hours there must be two or more users logged into and present in the clean room when it is in use.
- Wear safety glasses/goggles at all times within the lab.
- Wear protective footwear with non-skid soles. Sandals or open-toed shoes are prohibited.
- Know the locations of the eyewashes, showers, fire extinguishers, telephones, first aid kits and Emergency Response Cart.
- Notify staff of any equipment problems, chemical spills or accidents.
- Do not enter the utility chases.
- Work in the lab only when others are within shouting distance.
- Do not move gas cylinders without cylinder caps and safely chained to a cart.
- PLASMA RULE, Do not leave any deposition or etching system unattended while the plasma power supply is on.
- Users may not modify the equipment in anyway.
• Do not operate any equipment which is tagged with a DO NOT OPERATE sign or is placed in DOWN or MAINTENANCE in CRESS.

5.3 Chemical Safety
• Read MSDS information prior to using a chemical or material.
• Do not mix solvents and acids at any time.
• Do not store acids and bases together. Also be aware of storing incompatible chemicals together (one example is acetic acid and sulfuric acid which react violently).
• Only chemicals currently in use may be outside of the chemical cabinet. Put your chemicals away when not in use.
• The metal wet benches are for solvents only
• Metal chemical storage cabinets are for solvents only and are designated: FLAMMABLES
• White Polypropylene chemical storage cabinets are for acids and bases and are designated: CORROSIVES.
• The blue chemical storage cabinet next to the KOH wet bench is for TMAH and KOH.
• The white polypropylene wet benches are for acids and bases only.
• When heating solvents on a hotplate, a user must be present, in front of the hotplate, watching it 100% of the time a beaker is physically on the hotplate.
• Use additional personal protective equipment such as face shields, aprons, and chemical gloves when handling chemicals. Aprons are provided at the wet benches.
• Only transport chemical bottles with bottle carrier or cart.
• Do not touch items such as phones, pens, and doorknobs with chemical gloves.
• Do not bring a new chemical into the lab without prior approval from the staff. Users are required to complete the chemical approval procedure prior to the chemical entering the lab. Users are responsible for providing all information needed for the new material to be approved for use.
• All chemicals must have a Material Safety Data Sheet on file.
• All chemicals stored in containers other than their delivery vessel must be labeled. Examples are beakers and bottles with chemicals in them.
• All chemicals must be stored in their original container or labeled second container. All containers (exception is individual phororesist bottles) will have a completed ID label and HMIG label attached.
• No chemicals (including water) may be stored in the dry boxes.
• Empty chemical containers should be placed on the chemical transportation cart provided in the Litho and Wet Chemistry bays.
• Do not use chemicals when the wet bench exhaust alarm is ON.

5.4 Clean Room Lab Etiquette
• Everyone must be properly gowned at all times while in the clean room. For the proper gowing technique see Section 7.4 Donning Procedures.
• Do not unzip your clean room suit to access items inside the suit.
• Users must take proper action to ensure they do not track water, snow, sand, salt, etc into the gowning room when they enter.
• Users may move materials to and from the clean room. Materials entering the clean room must pass thru the air shower and be wiped down prior to entering the clean room. Phones, cameras and laptops are allowed but must be wiped down as well.
• Users should not bring in particle producing materials such as: common paper, cardboard, wood, dry powders, etc.
• Only approved clean room materials should be stored in the dry boxes.
• Do not smoke, eat or drink in the lab at any time.
• No personal items such as coats and backpacks in the lab.
• Leave your work area clean and store all chemicals, materials and equipment properly.
• Keep walkways and emergency exit doorways clear.

5.5 Training
• Do not use equipment without proper training.
• Proper training is done by the WCAM staff by appointment.
• Do not use equipment without logging into the equipment via the CRESS system.
• Do not log into the CRESS system for another person to use the equipment.

5.6 Micro/Nano Fabrication
• Only handle wafers or quartzware while wearing gloves.
• Ensure that the sample you are placing into each processing tool complies with the allowed materials list for that equipment.
• When equipment requires cleaning such as vacuuming/wiping chambers, the cleaning is to be done PRIOR to using a system and is the responsibility of each user for their process operation.

5.7 Enforcement of Lab Rules and Policies
To ensure the safety and health of employees and users of the lab, adherence to all lab rules, policies, procedures and equipment operating instructions will be enforced. When an infraction occurs the laboratory staff is obligated to respond.
• Minor infractions – email notice to user indicating infraction and suggestion(s) for correction with copy to advisor.
• Safety infractions (including but not limited to: Lone worker rule, plasma rule, and all safety rules) – suspended lab entrance – email notice to user and advisor indicating infraction. User will serve six (6) hours of laboratory community service cleaning labor before reinstatement.
• Major Infractions or recurring infractions – suspended lab entrance – email notice to user and advisor indicating infraction and the determined suspension period. Before re-entering the lab, the user will need to retest on lab safety procedures.