

## AggieFab Area Specific Training - Version: 05 Feb 2020

New user name: \_\_\_\_\_

Trainer name: \_\_\_\_\_

New user signature: \_\_\_\_\_

Trainer Signature \_\_\_\_\_

New user UIN: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Item #	Item	Action Needed	Completed? Y/N	Other/Comment
1	Use 2 copies of this checklist during the training. One for yourself and one that the new user can keep for notes.	Provide a copy of this training checklist to the new user, and turn in the completed form to staff upon completion.		Allows a quick reference for the new user to retain training information.
2	Confirm reading of AggieFab Manual	Ask new user. Honor system. This checklist is only a review of the items contained in the AggieFab Manual. Please consult the manual for more detail on any topic.		The new user should have read the online manual, but this checklist will help emphasize key information.
3	AggieFab Access	Access into the cleanroom is controlled through the user's TAMU ID card.		Access will be granted after completion of training on at least one tool.
4	AggieFab Access	New users will have access only during normal lab hours (M-F 8:00am-5:00pm)		24 hour access may be requested after completion of at least 1 full semester working
5	Review AggieFab Hours	Afterhours: All other hours. AggieFab is a 24-hour lab, but full access may be restricted to new users.		Buddy system for all afterhours use. Unsafe to work alone. Must schedule with someone else.
6	Safety: AggieFab Safety Locations	Review AggieFab Map. Point out locations of: Emergency showers/eye wash stations (Bay 1/4), SDS documents (online), fire extinguishers (SC entrance), HF first aid kit.		
7	Safety: Issue of cleanroom attire and PPE	Ensure that new user has been provided a coverall, hood, booties, and safety glasses.		Check if all sizes fit properly and are comfortable.
8	Safety: Available PPE	Ensure that new user is aware that additional PPE is available in the lab: acid aprons, face shields, acid gloves.		
9	General Lab Safety Rules	<ul style="list-style-type: none"> <li>* No eating, drinking, chewing gum, tobacco, or makeup in lab.</li> <li>* Only trained and authorized personnel allowed in lab.</li> <li>* No running or horseplay in cleanroom.</li> <li>* Shared user space - clean up your work area after finishing in lab.</li> <li>* No smoking within 30 minutes of entering the lab.</li> <li>* Clean laptops and cell phones are allowed inside.</li> <li>* Cleanroom (lint-free paper) notebooks only.</li> </ul>		
10	General Lab Safety Rules	Proper attire: closed-toe shoes, long pants, sleeved shirt, long hair covered/restrained. Use proper gowning attire and PPE.		User will not be allowed in if dressed improperly.
11	General Lab Safety Rules	Any unlabeled samples/chemicals left out will be disposed of. Please use provided labels to document sample/chemical information with name, PI, contents of sample/chemicals, and the dates started and to be finished.		These tags are located on the sides of wet benches.
12	General Lab Safety Rules	Notify staff if you notice unsafe or damaging practices.		
13	General Lab Safety Rules	Violating safety rules may result in loss of lab privileges.		
14	General Lab Safety Rules	Masks: N95 masks DO NOT protect against fumes, only particles.		Cartridge respirators only protect against fumes and must be purchased by the user.
15	Safety: Handling of Chemicals	Review Section 2.4 of the AggieFab Manual.		
16	Safety: Handling of Chemicals	Face shield, acid apron, and acid gloves are required when working with acids.		
17	Safety: Handling of Chemicals	Always pour acids slowly into water when diluting.		
18	Safety: Handling of Chemicals	HF/BOE: Review Appendix II in Manual		<b>Plastic beakers only.</b>
19	Safety: Handling of Chemicals	Piranha: Review Appendix II in Manual.		Specific training required. Contact staff.
20	Safety: Handling of Chemicals	Wet bench sashes must be <b>down</b> when working inside the bench.		The chemical fumes are harmful to humans.
21	Safety: Disposal of Chemicals	Solvents, metal etchants, photoresist developers/strippers: capture in waste beaker and transfer to respective waste containers. <b>Do not pour down the drain.</b>		
22	Safety: Disposal of Chemicals	Acids: Use aspirators to dispose of acids: HF, BOE, HCl, H2SO4, Piranha (wait 1+ hour). Follow with water.		Acids can also be poured slowly and carefully down the sink drain. Ensure water is flowing.
23	Safety: Disposal of Chemicals	Rinse glassware twice with DI water and place in drying oven or rack with open side down.		
24	Safety: Disposal of Photoresist contaminated materials	Use ziplock plastic bags to dispose of photoresist waste materials (eye droppers, aluminum foil, etc). Seal completely and place into trash can in Bay 4.		These chemicals have a strong odor and are toxic. Notify staff for removal of trash bags that may have poorly sealed photoresist items. Ziplock bags are located underneath the spin coater.
25	SOP (Standard Operating Procedures): Chemical Storage	Chemicals are stored underneath the wetbenches. Different benches are labeled for the different types of chemicals stored.		

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26	SOP: Chemical Storage - Removal and Replacement	Notify staff if there is a build-up of empty bottles or waste bottles. If a chemical runs out or is running low, notify staff to replace with full bottles.		Do not bring new bottles into the lab. Staff will handle placing new bottles under the wetbenches.
27	SOP: Chemical Storage - Photosensitive	Photosensitive and short shelf life chemicals are stored in the Bay 4 refrigerator.		
28	SOP: Gown Laundering	Laundering of cleanroom gowning equipment is provided upon request (no charge). Place soiled garment(s) into the hamper in the gowning room. You may request a replacement item from AggieFab staff.		You can contact AggieFab staff in advance to ensure that you have a clean garment ready for immediate use.
29	SOP: Labels for Chemical Bottles	Labels will be placed by AggieFab staff. If you are the first person to use a new bottle, fill in the Opened By and Date Opened spaces on the label.		If any abnormalities occur, we may need to contact you to confirm any issues that may have been present when it was opened.
30	SOP: Labels for Chemical Bottles	For project-owned chemicals, contact staff to get special labels to identify who is allowed to use the bottles and to prevent misuse from other groups.		After labeling the chemical bottles, staff will place the bottle into the appropriate storage inside the lab.
31	SOP: Bringing in new chemicals/materials	Email lab manager with name of chemical/material, the process it will be used for, and a PDF of its safety data sheet (SDS).		This prevents cross-contamination and harmful materials being present in the lab.
32	SOP: Use of compressed gases.	Notify a staff member if a compressed gas is empty.		
33	SOP: Use of Liquid Nitrogen	Liquid nitrogen (LN2) cylinders are located near tools that require process cooling. Use caution and cryogenic gloves when opening valves on these cylinders.		Cryo gloves are readily available and located near any LN2 cylinders.
34	SOP: Equipment Training	Users must be trained at least twice on one tool. First, the trainer will demonstrate the tool. Second, the user will demonstrate the tool to the trainer.		Notes are encouraged. Trainers may request a third training.
35	SOP: Equipment Training	Only approved trainers may train others on tools. Verify trainers with staff.		
36	SOP: iLab	Verify that user can use iLab for scheduling equipment.		No-shows (15 min past reservation start time) will be charged.
37	SOP: Tool reservations	Users must stop using tools when their reservation time ends if another user is signed up directly after them and wants to use it.		Users can work this out individually.
38	Action Items	<ul style="list-style-type: none"> <li>- Waste disposal (acids, solvents, developers)</li> <li>- Acid PPE procedure</li> <li>- Emergency shower/eyewash station</li> </ul>		
39	Sign off of this checklist.	Trainer completes this form and returns it to AggieFab staff.		Ensure that all line items have been covered and checked off
40	Sign off of the "Work Area Specific Training" portion of the Hazard	Signed by the AggieFab Technical Manager.		