

AggieFab Area Specific Training - Version: 07 June 2021

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 | 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), and 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"> * No eating, drinking, chewing gum, tobacco, or makeup in lab. * Only trained and authorized personnel allowed in lab. * No running or horseplay in cleanroom. * Shared user space - clean up your work area after finishing in lab. * No smoking within 30 minutes of entering the lab. * Clean laptops and cell phones are allowed inside. * Cleanroom (lint-free paper) notebooks only. | | |
| 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 | Face shield, acid apron, and acid gloves are required when working with acids. Note that separate corrosives and piranha trainings are required for users who will be working with this chemicals. | | |
| 16 | Safety: Handling of Chemicals | Always pour acids slowly into water when diluting. | | |
| 17 | Safety: Handling of Chemicals | Wet bench sashes must be down when working inside the bench. | | The chemical fumes are harmful to humans. |
| 18 | Safety: Disposal of Chemicals | Solvents, metal etchants, photoresist developers/strippers: capture in waste beaker and transfer to respective waste containers. Do not pour down the drain. | | |
| 19 | 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. |
| 20 | Safety: Disposal of Chemicals | Rinse glassware twice with DI water and place in drying oven or rack with open side down. | | |
| 21 | Safety: Disposal of Photoresist contaminated materials | Use ziplock plastic bags to dispose of photoresist waste materials (eye droppers, aluminum foil, etc). Seal completely | | These chemicals have a strong odor and are toxic. Notify staff for removal of trash bags |
| 22 | SOP (Standard Operating Procedures): Chemical Storage | Chemicals are stored underneath the wetbenches. Different benches are labeled for the different types of chemicals. Replace chemicals to the correct locations. | | |

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| 23 | 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. |
| 24 | SOP: Chemical Storage - Photosensitive | Photosensitive and short shelf life chemicals are stored in the Bay 4 refrigerator. | | |
| 25 | 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. |
| 26 | 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. |
| 27 | 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. |
| 28 | 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. |
| 29 | SOP: Use of compressed gases. | Notify a staff member if a compressed gas is empty. | | |
| 30 | 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. |
| 31 | 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. |
| 32 | SOP: Equipment Training | Only approved trainers may train others on tools. Verify trainers with staff. | | |
| 33 | SOP: iLab | Verify that user can use iLab for scheduling equipment. | | No-shows (15 min past reservation start time) will be charged. |
| 34 | 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. |
| 35 | 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 |
| 36 | Sign off of the "Work Area Specific Training" portion of the Hazard | Signed by the AggieFab Technical Manager. | | |