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## Nanofabrication Facility (Cleanroom After-Hours Access Policy) rev2-22

### Working Hours

- Regular cleanroom working hours: **Monday - Friday** (7am - 4:30 pm)
- **After- Hours:** All hours after 4:30 pm, weekends and university holidays

### After- Hours Request

Trained cleanroom users can apply for after - hour's access upon the following:

- Project Requirements
- User's work history

### After- Hours Protocol

1. Chemical use is not permitted during after-hours use which include spin coating, developing and etch processes that involve use of etching solutions or other chemicals
2. Inform the control room staff of your continued presence in the cleanroom weekdays after 4:30 pm and of your departure from the facility. Control room personnel can be reached at **225-578-9328**. If no one is present, check for other users that may be working in the Experimental Hall and communicate your departure or if you will remain working.
3. Upon arrival to the facility on weekends and other after- hours, unlock the front gate and disarm the building. If the gate is unlocked and the building is disarmed, keep in mind users and staff travel to the facility by taxi, uber, bicycle or on foot, therefore a vehicle may not be on site.
4. Call the control room to verify no one is on duty and proceed to turn on the experimental hall lights located on the wall to the right of the entrance door after you enter the Experimental Hall.
5. Users are required to wear the (**Med-Alert**) pendant while in the cleanroom during after-hours and follow protocol as trained. A second pendant is located near the Hot Embossing machine for any work in those areas outside of the cleanroom.
6. When leaving the facility check for any other users in the cleanroom and the experimental hall, turn off hall lights and verify no one is on duty in the control room.
7. After you have verified you are the last person inside the facility, proceed to arm the building and lock the front gate.
8. Failure to abide by these rules will result in the loss of after-hours access and will not be permitted again.

**Statement of Acceptance:** *I will adhere to the guidelines discussed in this document as an authorized user of CAMD and the NFF. I understand that failure to comply with any regulations as stated will lead to revoked privileges.*

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<b>User Name (Print)</b>	<b>Department/Supervisor</b>	<b>User Signature</b>	<b>Date</b>

