

# **EQUIPMENT USAGE & TRAINING POLICY 5**

Any lab user can

- take the help of an operator to run the tool even though he/she is an authorized user
- OR
- take training on the tool/s, get authorization and run the tool/s

**\*\* The list of tools, system owners, faculty in-charges and operators is provided in this document.**

**To take the help of an operator, please follow the procedure given below:**

**1. Send a mail to 'Operator' and cc to System Owner, Asst Lab Manager (valli@ee.iitb.ac.in), Faculty in-charge of the tool/s:**

- Content of mail - Introduction about yourself
- ✓ Name:
- ✓ Name of Guide:
- ✓ Student/Staff - PhD/MTech RA/MTech/BTech/Any other
- ✓ EE-mail-ID & Gmail- ID:
- ✓ Cell number:
- ✓ Already have biometric access - Yes/ No

**2. Responsibilities of AUs:**

- ✓ Operator (staff/ MTech RA) will take the responsibility of operating the tool.
- ✓ Operator will book the slot as per his/her availability.
- ✓ Operator will make sure that the work load is distributed evenly.

**To get trained, please follow the procedure given below:**

**The first 2 runs for a new user on any tool can be done by SO/AU for evaluating the tool/process on request. After 2 runs, student/staff wanting to use the tool further need to get trained on it.**

**1. Send an FYI mail to System Owner, Asst Lab Manager (valli@ee.iitb.ac.in), Faculty in-charge of the tool/s:**

- Content of mail - Introduction about yourself
- ✓ Name:
- ✓ Name of Guide:
- ✓ Student/Staff - PhD/ MTech RA/ MTech/ BTech/ Any other
- ✓ EE-mail-ID & Gmail- ID:
- ✓ Cell number:
- ✓ Already have biometric access - Yes/ No
- ✓ Need to get trained in the following instrument/s: .....
- ✓ Purpose of training, substrate type to be used:

**2. Who can get trained?**

- All students whose Guides or Co-Guides are CEN investigators

- All others – Will be considered case by case

**Training Exception:** It is not mandatory for final year graduating students to be trained. However, it is his/her responsibility for finding an AU for their process runs and the respective supervisor needs to be informed.

### 3. Duties of SO:

- To assign an AU on rotational basis for training. If AU is not free, it is AU's responsibility to find a replacement.
- Maintaining a list of training slots taken by AU as a part of his/her duty. This will help in uniformly assigning duties to all AUs.

### 4. Responsibilities of AUs:

- Give training slots upfront to trainee. Complete training within a limited span of time (most tools- a week, some exceptions like EBL or lack of slots at time of request can justify > one week).
- Give full support to SO when the tool is down.
- Abide by the 'rules & regulations' of the particular tool.
- Take part in 'cleaning schedule'.

### 5. Authorization completion

- One demonstration run, highlighting key safety (user and tool) issues
- One hands-on supervised run
- One test run - Should be allowed to use SOP documentation
- Written test - Optional
- If anyone fails the test, the SO/AU can decide whether the trainee needs to go through the full procedure again or authorization can be given with some advice.
- A mail to needs to be sent to Anand (anandakumar@ee.iitb.ac.in) and Asst Lab Manager (valli@ee.iitb.ac.in) about the authorization of the person. SO/AU to ensure that the new authorized user's name has been included in the 'online slot booking' for the particular system.

## System owner, Operator and Faculty in charge of the tools

System Name	System Owner Email id	Operator(Staff/MTech RA) Email id	Faculty in charge Email id
Karl Suss Mask Aligner – Optical Lithography	<b>Manoj Kandpal</b> mkandpal@ee.iitb.ac.in	<b>Jayasree</b> jayar@ee.iitb.ac.in	<b>Prof. Saurabh Lodha</b> slodha @ ee.iitb.ac.in
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2 inch Wet oxidation Furnace	<b>Swapnil</b> iyamiyank30@gmail.com	<b>Satish, Sunil</b> satish@ee.iitb.ac.in, sunil@ee.iitb.ac.in	<b>Prof. Udayan Ganguly</b> udayan@ee.iitb.ac.in
2 inch Dry oxidation Furnace	<b>Swapnil</b> iyamiyank30@gmail.com	<b>Satish, Sunil</b> satish@ee.iitb.ac.in	<b>Prof. Udayan Ganguly</b> udayan@ee.iitb.ac.in

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