

Materials and samples allowed:

1. Samples allowed: Samples that are fabricated at IITBNF.
2. For external samples, special permission has to be obtained through the concerned authorities.
3. Materials allowed: Si, SiO₂, Ge, metals and dielectrics, and other materials that don't vaporize or liquify at RT.
4. Any photoresist, EBL resist, gels, or liquids are not allowed, as they contaminate the probe tips and the chuck

Equipment Usage Policy

Link for online equipment usage request submission: www.iitbnf.iitb.ac.in/equipment_usage.

For Authorized Users:

1. All authorized users are expected to follow all the Char lab policies.
2. Maintain proper cleanliness of the system and the surroundings. Don't leave samples, filter papers, scrap papers, lint-free cloth, sand papers, IPA bottles, or any waste on the equipment table or inside the equipment.
3. Activate the slot before using the system. Not booking or activating the slot and using the system will result in a penalty.
4. When bringing the chuck up, be sure it doesn't hit the probe tips. Damaging the probe tips might result in a penalty.
5. Fill the online and offline logbook after every slot.
6. If changing probes, it should be documented in the Sirius logbook. Mention which probe is changed.
7. If any user is using their own probes, it should be mentioned in the logbook. Also, make sure you attach the probes to their original positions from which they were removed. When the probes are reattached, ensure each probe tip reaches the chuck's surface but does not go below the surface when the chuck is in the up position.
8. If the probe becomes contaminated during a user's slot, the probe tip should be cleaned by the user.
9. Check and report the condition (bent or contaminated) of all 3 probe tips before and after use in the logbook, even if all 3 probes are not used.
10. At the end of the slot, don't leave the probe tips close by. Maintain a safe distance between the probe tips to prevent accidental impact and bending.
11. Don't drive the manipulators to the extreme position. Reset manipulator z to zero, x, and y to mid position at the end of the slot.
12. Mention the working conditions of the manipulators at the end of your slot. If any manipulator is malfunctioning, mention it in the logbook.
13. If you have any immediate concern or major concern about the equipment, you can report it on the "Char lab users" WhatsApp group and tag the SO.

For a Process Request

1. SO/ FIC will approve/ disapprove the request within 2 days of submission of the request. If not, the requester should contact the SO within 2 days after the mentioned time period.
2. The process request should properly state the sample history and the process you want to train for. The operator will be assigned based on the measurements to be carried out.

Note: Slots can be rejected for the following reasons: Incomplete or unclear details of sample history, contamination issue, feasibility issue, or equipment 'not working'.

3. The requester will receive an email from SO regarding the approved or rejected mail.
4. If the request is approved by SO/FIC, the operator will book a slot within one day after SO's approval as per the requester's preferred slot.
5. If no preferred dates are given, the operator will book slots as per his/ her convenience.

Note: If no slot is booked, the requester should raise the flag to SO/LIC/ Assistant Lab manager within 2 days after the mentioned time period, or send an email to iitbnf@ee.iitb.ac.in

6. If the 'preferred dates' submitted by the requester are not convenient for the operator, the operator needs to coordinate with the requester and then book the slots accordingly with mutual consent.
7. When a slot is booked, the requester will receive an email about the scheduled slot dates.
8. If, for some reason, the slot was not used or cancelled, a fresh request needs to be submitted by the requester to book another slot.
9. If the request is rejected by SO/FIC, the requester should check the 'comments' made by the SO for rejection and submit a fresh request accordingly.