



IIT Bombay Nanofabrication Facility

Tool Name: Double Side Mask Aligner – MJB6

Training and Usage Policy

INDEX

Contents

Training and authorization policies for MJB6 1

Slot Booking Policies for MJB6 2

Tool Usage Policies for MJB6 2

Training and authorization policies for MJB6

1. Training will be based on first come first basis. We will be giving training in sequence based on their request instead of giving random training.
2. Every 15 days maximum 3 users will be going under training by the two authorized users assign to them.
3. 15 days training sessions are divided as follows

| | | | | |
|-------------|-----------|--------------------|---------------------|-----------------|
| First Week | Monday | 5:00 pm to 6:30 pm | Overview run | SO/CSO/Operator |
| | Wednesday | 5:00 pm to 6:30 pm | Training | AU |
| | Friday | 5:00 pm to 6:30 pm | Training | AU |
| Second Week | Monday | 5:00 pm to 6:30 pm | Training + hands On | AU |
| | Wednesday | 5:00 pm to 6:30 pm | Training + hands On | AU |
| | Friday | 5:00 pm to 6:30 pm | Test | SO/CSO/Operator |

4. We will keep all the above slots reserved for the training, so we request all AUs to not use these slots for their runs.
5. All the students who are going under training should get their all doubts clear from AU or SO/CSO/Operator during the training in order to avoid any damage to the system in future.
6. AU should complete the training by sharing the duties between them. Even if they don't have actual samples for training. They should give training on dummy samples.

Slot Booking Policies for MJB6

1. The maximum allowed booking is 8hrs/week.
2. The AU/invited user must arrive on time to activate the slot. Not more than 1 auto cancellation is permitted per week.
3. No more than 3 slots can be booked in advance.

Tool Usage Policies for MJB6

1. The lamp must be left on after usage if there is a booked slot on the MJB6 within the next 2 hours. If an AU cancels her/his slot after the previous user's slot, then it is this AU's responsibility to check if the lamp must be switched off and act accordingly.