

Please acknowledge University Research Facility in Materials Characterization and Device Fabrication (UMF) for the usage of our facilities in all submitted manuscripts, reports and articles and send one copy of your published document to us for reference.

Here are some information and regulations about the cleanroom.

1. Accessing cleanroom:
 - i. Wear shoe cover on the carpet
 - ii. Wear the gloves
 - iii. Wear face mask and pinch the metal wire to match the curvature across the bridge of your nose, so that a minimum of gaps is between the skin and the face mask.
 - iv. Wear head cover (please make sure the hair is put inside the head cover)
 - v. Wear hood
 - vi. Wear cleanroom suit
 - vii. Wear boots
 - viii. Check yourself in the mirror to ensure that all cleanroom garments are being properly worn and is adjusted correctly.
 - ix. Take several steps on the sticky mat before entering the air shower.
 - x. Pass through the air shower
2. The capacity of air shower is 2 people (max.) when accessing into cleanroom.
3. For degowning, please follow item 1 in reverse steps (vii – i) and hang the cleanroom garment on the hanger.
4. Remove the disposable shoe cover on the carpet area or outside the changing room.
5. Don't do any unauthorized thing.
6. Users should plan out their work and submit a process flow for approval before booking equipment.
7. Don't bring any chemical in cleanroom, except it is approved by UMF staff.
8. Please read and submit material safety data sheets (MSDS) together with process flow before using any chemicals.
9. Never use the emergency door except in case of emergency.
10. All users must sign the equipment usage log book.
11. Materials that would shed particles, such as paper or pencils, are not allowed to bring in the cleanroom except specialized for cleanroom use (eg. Cleanroom notebook/ paper).
12. Cleanroom notebook should be placed in the cleanroom. Don't take it out.
13. Don't take any tools, tweezers or UMF properties outside cleanroom.
14. Wafer cutting should be done in class 10,000.
15. Only DI water is allowed to pour into the tank of the wet bench.
16. Wet bench in class 100 is only for solvent (alcohol, acetone, IPA) or developer. Don't use any acid or alkali solution.
17. Unattended experiment with chemical solution must be labelled and stated when will attend again.
18. Report any abnormal (untidy, dirty, faulty of equipment, etc) immediately.
19. All users must clean and tidy up the workplace immediately for all time.

20. Make sure the door is always close and locked.
21. If you have any query about the experiment, the usage of chemicals or the matter in cleanroom, please advise your supervisor, senior or UMF staff before action.
22. No eating or drinking in the cleanroom.
23. No makeup and perfume.
24. No contact lens, it may absorb chemicals and irritate your eyes.
25. Don't wear sandals, open-toe shoes or high-heeled shoes.
26. Don't give your student/ staff ID card to other person.
27. Anyone who breaks the rules will be reported to your supervisor and suspended to use cleanroom for 1 week.

For non-standard process, please follow below steps:

1. User requests a non-standard process in writing by e-mail.
2. SO evaluates the process. If no obvious concern, SO allows the process.
3. If there is a concern, the request will pass to the UMF committee (Director, Associate Director, Dr Chai Yang, SOs and others if needed) to evaluate.
4. The committee will decide whether to approve the process.
5. SO informs the user the committee's decision.

To ensure the safety during non-office hour:

1. Users who work in non-office hour (office hour: 9am – 18pm, Mon – Fri), must have at least one companion.
2. All smartcard reader as well as the access of changing room will require two PolyU's ID cards to be presented in order to activate reserved equipment.
3. Users should notice the fire escape route, the location for first-aid box and eye-shower in the corresponding lab.

Emergency Contact:

Campus Security Control Centre (Rm P111)	For enquiry	2766 7666 (24 hrs)
	For emergency	2766 7999 (24 hrs)

Dial Hong Kong Police emergency call service "999" for serious conditions without delay, then inform Campus Security Control Centre (2766 7999) for assistance and direct ambulance to exact location.