**Frequently Asked Question**

* ***Get to use the equipment***

1. Submit the chemical safety certification to officer
2. Trained by the Scientific Officer or authorized trainer
3. Submit the electronic training record (chemical safety certification must be submitted in advice)
4. Book the equipment with approved Process Flow

* ***How to obtain training for equipment?***

For sputtering, ebeam evaporating and SUSS MA6, please notice the training session announced on URFMS website. For the other equipment, please email to [tai-lun.wong@polyu.edu.hk](mailto:tai-lun.wong@polyu.edu.hk) for training arrangement (Email Subject with ***Cleanroom Training – equipment name***).

* ***How to book equipment?***

Submit the Process Flow to [jkm.lau@polyu.edu.hk](mailto:jkm.lau@polyu.edu.hk) by email for approval, with email subject as Processflow-(your NetID)-Date of email (ddmmyy)-process number, e.g ***Processflow-20000000R-221022-01***. (Example of Process Flow available on URFMS website)

Booking the equipment on URFMS website with approved Process Flow (fill in the email subject in the “Note” field)

PS.

1. ***Incorrect*** email subject or recipient may be neglected.
2. Approved Process Flow is permanently valid, user **DO NOT** need to submit the same process flow for approval.
3. Enquire the access problem by email with detail information (NetID, equipment name, etc.) first is highly recommended.