

To Obtain Equipment Access in UMF-Cleanroom

For new UMF-Cleanroom User

- Register on <https://urfms.polyu.edu.hk/>
- Submit Chemical Safety Certification issued by HSO to jkm.lau@polyu.edu.hk
- Attend “Introduction of Cleanroom and Safety” Session (available with equipment training)

1 Obtaining the training for equipment that want to use

For sputtering, ebeam evaporating and SUSS MA6 training

For the other equipment training

2A

Please notice the regular training session announced on the URFMS

2B

Please email to tai-lun.wong@polyu.edu.hk for training arrangement (Email Subject with Cleanroom Training – equipment name).

3 Training complete

4 Submit Online Equipment Training Records

5

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

6 Process Flow approved

7

Booking the equipment on URFMS website with approved Process Flow (fill in the email subject in the “Note” field)
Approved Process Flow can be used for booking equipment multi-times.

PS.

1. Incorrect email subject or recipient may be neglected.
2. Enquire the access problem by email with detail information (NetID, equipment name, etc.) first is highly recommended.