
I. General
   a. All users must reserve instrument time before coming to NFCF;
   b. No ‘Express Login’ please;
   c. There are limits of the number of users in designated lab spaces (bays). Nobody else should go into those bays when another user is present.

II. Designated lab spaces (bays) with limit of one (1) person during this significant time:
See the lab space drawing for reference.

In any of the designated bays only one person is permitted to present using one of the multiple instruments/equipment.

Each bay has 1 person capacity

Characterization Labs:
1) CH Bay 1: EPMA / AFM;
2) CH Bay 2: XRD;
3) CH Bay 3: SEM Zeiss;
4) CH Bay 4: FT-IR;
5) CH Bay 5: FIB/SEM DB, ellipsometer;
6) CH Bay 6: JEOL SEM, MSP, Raman microscope;
7) CH Bay 7: Plasma cleaner, sputter coater, PDMS prep;
8) SB12 – Hitachi H9500 ETEM;
9) SB02C/D – TFS Titan Themis TEM and the anteroom;
10) SB62A – JEOL JEM-2100F TEM.

Clean Room Labs:
1) Gowning Room – Person capacity
2) CR Bay 1: AJA sputter coater, PECVD, Thermionics e-beam evaporator;
3) CR Bay 2: ALD, Plassys e-beam evaporator, RTA;
4) CR Bay 3: Angstrom Sputter Coater;
5) CR Bay 4: HMDS oven, Acid hood, oxidation oven;
6) CR Bay 5: Trion RIE, March Plasma Asher;
7) CR Bay 6: ICP-Cl & ICP-F;
8) CR Bay 7: developing hood;
9) CR Bay 8: Lithography Spinner Hoods 1&2;
10) CR Bay 9: Lithography hoods, Suss Mask Aligner, OM, Surface profiler;
11) CR Bay 10: MLA100, Quintel Mask Aligner, Nanoscribe;
III. Ensure that you have completed a virtual COVID-19 training with NFCF staff before proceeding.

IV. Make a reservation with an instrument
   a. Check instrument availability before you make a reservation with an instrument located in a restriction bay area:
      i. Use the link: http://nano.pitt.edu/become-user/instrument-availability-check
   b. Log in to your FOM account to make a reservation as you usually do;
   c. You will not be permitted to make a reservation due to the newly established rules in response to the COVID-19 scenario. For examples, Ellipsometer, FIB/SEM dual beam are both located in the designated CH Bay-5. New rule only permits one person in the bay during any period of time; Susheng has already reserved the FIB/SEM dual beam for 11:00 – 16:00, a reservation during the same period of time or with overlaps on the ellipsometer will not be granted. In this scenario, one will be prompted to make a new reservation, as shown below.

Please click OK to acknowledge the warning and make a new reservation with no overlaps.
V. How to log in to a session you reserved:
   a. Sign into your FOM account;
   b. Click ‘User Home’ if you are not at your FOM homepage;
   c. Click the instrument name you have a reservation on, which brings you to the instrument calendar. Log in to it following the steps shown here:
   d. You can now start to use the instrument.

VI. Complete work and log off of an instrument session
   **Ensure that you log out fully** by the following steps:
   a. Clean all surfaces you work on following the new guidelines on safety;
   b. Log off of your instrument session;
   c. Ensure that you are also Logged off of the bay and all equipment you have used during the session:
      i. Go back to your FOM homepage;
      ii. Review all equipment to ensure your name does not appear as being logged in anywhere.
      iii. If you see your name, click your name to pop up the Logoff window;
      iv. Click Log off.
Note: other user will not be able to log in to an instrument in the same bay if you don’t log off of your session!!!