



University of Pittsburgh

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Dear PINSE facility faculty and student users,

Most users of the PINSE NanoScale Fabrication and Characterization Facility (NFCF) take great care to follow all policies, safety and security measures, and are careful in their usage of the equipment. There is the occasional user that, for whatever reason, decides that the policies that are in place are not applicable to them, and that misuse of equipment is of no consequence.

To help the staff enforce the important rules and requested behavior, I have asked them to put together an NFCF Violation Policy. Violations are categorized as either major or minor and are of four general types: 1) Breach of NFCF protocols (e.g., cleanliness, proper dress, following SOPs, etc.); 2) Failure to follow specific equipment operation procedures and policy; 3) Failure to follow safety protocols and procedures; and 4) Security violations.

The attached document outlines the new NFCF Violation Policy, which will be effective immediately. Please forward this on to any of your students or staff who may need it.

I welcome any comments or questions.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Vorp", with a long horizontal stroke extending to the right.

David A. Vorp, PhD
Associate Dean for Research, Swanson School of Engineering
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NFCF Violation Policy

This policy has been drafted and adopted by the NFCF to maintain the quality of the facility and provide for the safety of its users. The policy utilizes a format that is defined as follows.

For Minor Violations:

First Violation:

The individual will be warned verbally of the violation and informed that this is the first violation recorded against them.

Second of Same Violation:

The second of the same violation will result in a verbal warning followed by an e-mail to the individual and their director/PI. The e-mail will explain the violation and inform them both that this is the second warning and the 3rd violation will result in loss of access to the facility.

Third of Same Violation:

A third violation will result in an e-mail to the user and their director/PI informing them of the infraction and the loss of access to the facility. The access will be revoked for a time period that is agreed upon by the NFCF staff and the NFCF director. It will be based on the severity of the violations and rules of reinstatement will be defined at that time. These may include repeating training, limiting access, and/or a probationary period.

Major Violations:

Major violations will result in the immediate loss of lab access. Reinstatement of access will be handled the same as a 3rd minor policy violation. Major violations include but are not limited to, using someone else's card to access the facility, blatant disregard for safety procedures and deliberately causing damage to equipment or the facility.

Violations are to consist of four types and will be defined by NFCF staff and the NFCF director as major or minor.

- 1) Lab Protocol. This includes cleanliness, proper dress and cleanroom procedure.
- 2) Equipment operation procedures and use policy. Rules are in place for each piece of equipment and how it is to be used.
- 3) Safety protocol. Safety is of the utmost importance and the rules must be followed in order to keep users as safe as possible.
- 4) Security Violations.