

Nanofabrication and Characterization Facility (NFCF)

General Orientation Detail Review

This document is designed to provide detail along with the video demonstration of general Characterization lab access. The video referenced can be found here - <https://youtu.be/gtSV8k7SFII>

Help Reduce the risk of COVID-19 exposure

- If you have any symptoms, do not enter any University Buildings, and alert NFCF staff so that we can assess if any exposure risk protocol should be undertaken
- COVID-19 may be spread by people who are not showing symptoms
- If at any point you test positive, please alert staff of locations you have visited as it relates to exposure risk protocol
- **Properly wash or sanitize your hands before and after working in lab spaces**
 - Hand sanitizer dispenser is to the left of the entrance of the lab, or wash with soap for at least 30 seconds
 - Avoid touching your eyes, nose, and mouth with unwashed hands

MASKS: Please review university current policy regarding masks

- As of 3/28/22 masks are optional on campus of University of Pittsburgh
- Most current information about mask requirements is listed [here](#).
- Face masks and vaccination are the primary preventative measure to prevent the spread of COVID-19

Gloves and supplies on Entry Shelf

- Optional to use gloves in characterization areas. Characterization users are requested to use the blue or grey general gloves if possible. These gloves are provided throughout Characterization spaces.
- Cleanroom gloves are specialized for cleanroom and low static – they are provided in TEM and Cleanroom areas.
- Due to ongoing COVID shortages, we ask Cleanroom gloves be reserved for use only in the Cleanroom or specifically if your processes benefit from their properties.

Virtual Tour and COVID care supply locations:

- Virtual Tour available here - <https://www.pqi.org/tour/nanoscale-fabrication-and-characterization-facility>
- We have added a disinfection and drop off exchange station in the main exterior hallway as pictured →
- Emergency alarms explanation – fire and air quality alarms



When entering NFCF lab spaces, everyone must:

- **Use shoe duster before every entry point. (Operation explained in video)**
 - Between November 1st and April 30th bring indoor shoes to support cleanliness of lab.
- **Leave any bulky bags or coats out in the hallway**
 - Contact nfcfadm@pitt.edu if you'd like a locker.
- **Clean and disinfect frequently before and after working with high-frequency touch surfaces:**
 - Please note that if you are disinfecting equipment touch surfaces -- FOM should be activated prior to cleaning so that any changes may be observed. Equipment is on even when no one is logged in, and FOM controls primarily the view screens.
- **Guide for Cleaning and Disinfecting** - We will provide Wipes, IPA, and Peroxide-based cleaners as primary cleaner inside the lab. Spray cleaner on the wipe, not the surface. Ensure equipment settings are not changed by cleaning.
- **Cleanroom note –**
 - Reduction of particle load is upgraded for Cleanroom to meet our particle certification
 - This training does **not** grant access to Cleanroom, that is a separate training

Contacting NFCF staff for support

- NFCF will be working on a rotating schedule and not all staff will be on site every day
- If you encounter an issue, contact a member for advice via email, phone, [TEAMS](#), or in person if staff is nearby
 - If using communal phone, please clean the phone before and after.
- Staff offices are accessible to users. If your access card does not provide you access to any of the doors you are oriented for, please contact nfcfadm@pitt.edu (JosephAnna) for checking your card setup.

NFCF training, equipment availability, and reservations

Trainings

- After orientation your permission to request equipment training will be activated.
- Request a training via FOM home page, at the green menu at top right, this is demonstrated in video

Reservations/ Use of FOM

- Please review use of FOM instruction (**Required Viewing in Accompanying video, requesting, reserving, use**)
- When reserving and logging in, ensure that you select a meaningful end time.
- Users should consider all equipment they will need to use for their session when making reservations.
- Log out fully when exiting to ensure no disruption to other users, and to ensure accurate cost log.
- Some equipment have limitations to times of day, number of total hours, or quantity of reservations that can be made per week or other unit of time. If you have specific needs for additional reservations beyond the limitations of an FOM pop-up message detailing a limitation, contact an NFCF Staff member and we can assist you with additional reservation time (subject to approval).

Equipment

- Reservation: equipment is open for booking via FOM once your access is activated after this orientation
 - First request for equipment will be to submit a training request through FOM
 - Please select a meaningful end time for your Reservation via FOM
 - When using “express logon” (a walkup use feature) please ensure that you select a meaningful end time
 - Please remember to log off when leaving the lab or when completing your equipment run
- NFCF will be working on a rotating schedule and not all staff will be on site to immediately assist with equipment issues. Contact staff via the phone number 412-383-8001, emails, or [TEAMs](#)

Teams and After-Hours Buddy System

- Teams is an important part of our service setup. You can gain access by following link: [TEAMs](#).
- During regular staff hours, staff are considered your safety buddy.
- No equipment should be operated unless a buddy is aware you are here. This is regardless of how safe the operation may be – simple accidents can become more dangerous if no one knows you are here.
- During off-hours, especially when no one else is present in the lab, use [Teams Buddy System](#) for safety.
- If you are requested to be a buddy for an acid hood user, please be aware you need special training for that.
- Detailed information related to use of our TEAMS Buddy System can be found at nano.pitt.edu/NFCFTeams

Access

- If you will require after-hour access to the exterior doors of Benedum Hall, please write to nfcfadm@pitt.edu to initiate request (Please include photo of front and back of your Pitt ID)
- Entry will be granted to 1st floor Benedum only.
- Always tap your card at the security kiosk when entering, even if there is not any staff there. This is for COVID exposure risk tracking.

Policies highlights

- All policies are listed at the following link - nano.pitt.edu/Policies with special highlight on following
 - Equipment access Expiry (nano.pitt.edu/Policies#accessexpiry)
 - How to cancel a reservation, requirements (nano.pitt.edu/Policies#noshow)
- Pricing Review and Training lengths and personnel review referencing nano.pitt.edu/pricing

NFCF Map –

The below map shows the rooms in Sub Basement (SB) of Benedum Hall that include NFCF equipment, as well as the location of the restrooms, for your reference.

NFCF facility spaces

- Characterization space
- Fabrication space

▲ Disinfecting station

