

# NFCF POLICIES AND PROCEDURES

Petersen Institute of NanoScience and Engineering  
University of Pittsburgh

All Users must complete the New User Orientation prior to beginning any training or work in the NFCF

Visitors are permitted Monday – Friday, excluding holidays, from 8:00 AM until 6:00 PM without making special arrangements

- An NFCF staff member must be informed anytime a visitor is brought into the NFCF
- Visitors must remain with their sponsor at all times while in the NFCF
- Visits to the Cleanroom require advance approval by an NFCF staff member
- Visits to Characterization and TEM do not require approval.

Lockers are available for frequent users.

- If you do not have a locker, you may request one by semester from [nfcfadm@pitt.edu](mailto:nfcfadm@pitt.edu)
- We cannot be responsible for lost items
- Please do not bring valuables or unnecessary items to the NFCF

There is limited coat rack storage in the main exterior hallway of the for heavy wraps and backpacks

- Heavy outer wraps and backpacks should be left in this area, NOT taken into the lab
- If leaving a bag, please use the supplies to write your name on your bag to avoid security calls
- No food, beverages, or gum is allowed in any NFCF lab at any time!

Shoes that completely and securely cover your feet must be worn at all times in all NFCF labs areas

- No sandals, slides, flip-flops, Crocks, etc., and absolutely no bare feet.
- No platforms, wedges, high heels, or boots
- No deeply grooved shoe soles such as heavy lugged boots
- Clean shoes with the Shoe Cleaner in the outer hallway prior to entering the NFCFs lab area, each time  
November 1 through March 31:
  - Shoes worn into Benedum Hall from outside may not be worn into the NFCF
  - You must change shoes immediately before entering the main NFCF door
  - There are chairs in the hallway outside the main door – Shoes should be left in the outer hallway under the coat rack and locker unit opposite the main entry

Walk on all sticky mats provided when entering the lab

- Please step a minimum of twice on each mat leading to your equipment
- Do not step around or over mats

Do not wear clothing comprised of extremely fuzzy fabrics in the NFCF lab areas

No heavy make-up or cosmetics will be permitted in NFCF lab areas

After a haircut, please wash your hair before entering the NFCF lab areas

All equipment and/or supplies brought into the NFCF require prior approval by an NFCF staff member

## Safety Policy

Follow all common sense lab safety practices

All chemicals brought into the NFCF require prior approval of the NFCF, contact [NFCFadm@pitt.edu](mailto:NFCFadm@pitt.edu)

Eye protection must be worn by everyone in the designated work area of the hoods as well as anywhere that chemicals are in use

- Aprons are required anytime chemicals are being mixed
- Face Shields are required if the hood's shield must be open
- Chemical Gloves are required when using acids or caustics
- Safety glasses, goggles, face shields, chemical aprons, and protective gloves are provided in lab.

Pick up after yourself

- Wipe up all spills immediately! No matter how small

Report all accidents and / or injuries – no matter how minor – to an NFCF staff member.

If the fire alarm goes off – Immediately Exit by the closest door

- Do not take time to save experiments
- Do not take time to shut down anything
- Do not stop to remove cleanroom garments
- Exit building and, at minimum, cross a street

If the gas alarm or exhaust failure alarm goes off – Immediately Exit by the closest door

- Do not take time to save experiments
- Do not take time to shut down anything
- Do not stop to remove cleanroom garments
- Exit lab and, at minimum, go to the opposite end of the building

Specific safety issues related to individual equipment will be covered during training for the equipment

MSDS forms for all materials stocked in the NFCF labs are available in room SB62 and B01

Open Hours

The NFCF is open and staffed from 8:00 am to 6:00 pm Monday through Friday. The laboratory is available to experienced internal users on a 24/7 basis.

The NFCF has limited hours during the University of Pittsburgh annual Winter Recess, which takes place in late December and early January. Please see the Academic Calendar for dates.

The NFCF may also experience short-term closures due to internal laboratory maintenance or building facility maintenance. These closures will be announced through FOM.

All users must be trained before using any instrument and/or resource in the NFCF

- Training requests may be made through FOM: <https://fom.nano.pitt.edu/fom/>

Training is provided by NCFE staff members only

Reservations for use of all instruments and/or facilities are strongly recommended

- Reservations may be made through FOM: <https://fom.nano.pitt.edu/fom/>

Users must 'log-on' before beginning use of NCFE facilities. Users must 'log-off' when finished using NCFE facilities

- 'Log-on' / 'Log-off' is accomplished through FOM: <https://fom.nano.pitt.edu/fom/>
- Please notify NCFEadm@pitt.edu if you forget to log off, for correction.

Follow all instrument policies and procedures, which are provided during equipment training

- Leave instruments in appropriate 'Stand By' condition when finished
- Do not attempt repairs on any equipment – contact an NCFE staff member
- Do not attempt to change modules, add accessories, make any modification or change alignments to any instrument without prior approval from an NCFE staff member
- Do not contact equipment manufacturers with problems – contact an NCFE staff member

Lab phones will connect to area codes 412 and 724

- Please – no personal calls – phones are for business and emergency use only
- Do not talk on phones while working – stop work and complete call before resuming work

Pick up the work area when you are finished

Do not remove any items supplied by the NCFE from the lab

If you have questions, please ask!

Contact [nfcf@pitt.edu](mailto:nfcf@pitt.edu) or 412-383-8001