

RULES OF THE LITHOGRAPHY LABORATORY

Dear User of the Lithography Laboratory, the following rules are intended to ensure safe, effective and peaceful work in the laboratory.

I General rules

1. Lithography Laboratory constitutes a part of the Faculty of Physics of the University of Warsaw and is supported mainly from the funds of the Division of Solid State Physics and research grants of its employees. The costs of its everyday operation are high, therefore of primary importance is common care of the instrumentation available in the laboratory and economical usage of consumable materials.
2. The laboratory is located in the building of Center of New Technologies of the University of Warsaw at Banacha 2c street and contains rooms of the following numbers: 1.179, 1.179a, 1.180, 1.181, 1.182, 1.182a, 1.183 i 1.185.
Fixed-line phone to the laboratory: 22 55 32 752.
3. The laboratory is supervised by the head of the Division of Solid State Physics.
4. Everyday care of the laboratory's condition is provided by:
 - director – dr Johannes Binder, email: Johannes.Binder@fuw.edu.pl, phone: 22 55 32 792,
 - deputy director – dr Tomasz Jakubczyk, email: Tomasz.Jakubczyk@fuw.edu.pl, phone: 22 55 32 792,
 - technical staff – dr Karol Nogajewski, email Karol.Nogajewski@fuw.edu.pl and mgr Natasza Gajda, email Natasza.Gajda@fuw.edu.pl, phone: 22 55 32 854.
5. Authorized to work in the laboratory and use the equipment it contains are:
 - its supervisors – according with their competences and job description,
 - employees of the Division of Solid State Physics and PhD students, whose supervisors are employed in the Division of Solid State Physics – after suitable training(s),
 - students after receiving by their research-and-teaching supervisors the acceptance of the head of the Division of Solid State Physics or the director of the laboratory, having informed at least one person from the technical staff of the laboratory and suitable training(s),
 - other persons accepted by the head of the Division of Solid State Physics or the director of the laboratory – after suitable training(s).

II Basic obligations of the laboratory's user

1. Each time before attempting to work in the laboratory it is necessary to:
 - make a booking of a particular instrument/set-up in its dedicated Google calendar,
 - check the instrument's condition,
 - notify the technical supervisors of the laboratory about all doubts and restrictions concerning the instrument's condition, untidiness of the workspace it belongs to or any other problems.
2. Every user of the laboratory is obliged to work in a conscientious and meticulous way and to commit herself/himself to all recommendations on how to properly act in the laboratory.
3. Every user of the laboratory must obey working hours booked in specific Google calendars, immediately modify the booking(s) after the change of her/his plans has occurred and follow all communications distributed via email by the laboratory's supervisors.

III Organization of work in the laboratory

1. Standard opening hours of the laboratory are 10 am – 6 pm from Monday to Friday excluding holidays and other days off. Trained user are allowed to work outside these hours if they previously notify by email or phone one of technical supervisors of the laboratory. If, however, they plan to perform any technological processes, for safety reasons there must be at least two users in the laboratory while such processes are being carried out.
2. Maintaining high cleanliness of the laboratory is of crucial importance for the majority of technological processes one can perform inside, but at the same time requires considerable financial outlays. Therefore it is strictly forbidden to:
 - bring outerwear to the laboratory,

- eat meals and drink beverages inside the laboratory (a place intended for that is social room no. 1.137),
 - host inside any visitors without having asked the supervisors of the laboratory for permission,
 - bring to and use inside the laboratory any chemicals and devices other than already available there – without the knowledge and acceptance of the supervisors of the laboratory.
3. When working in the laboratory the user is obliged to:
 - wear protective clothing: laboratory shoes, coat, mandatory hat and gloves and, depending on the character of processes being carried out, optional face mask and glasses. The protective clothing is available in the laboratory and cannot be replaced by clothing brought from the outside because it is intended not only to provide the users with necessary safety measures but also to ensure high cleanliness class of the laboratory.
 - immediately notify the technical staff of the laboratory in case of any failures of equipment or installations.
 4. Inside the laboratory the users are not allowed to:
 - fix malfunctioning equipment and installations without a consultation with the technical staff of the laboratory,
 - change by themselves the configuration of equipment beyond the scope explained during the training(s).
 5. After finishing the work in the laboratory the user is obliged to:
 - tidy up the workplace, especially in respect of elimination of potential hazards,
 - clean up the equipment that has been used and properly secure it.
 6. All solid and liquid chemical waste produced in the course of technological processes should be put into dedicated and specially labelled containers available in the laboratory. In case of any doubts the users should follow the information provided in appropriate material safety data sheets or consult the way of disposal with the laboratory's supervisors.
 7. The users are obliged to economically manage chemical reagents, water, gases and electrical energy.

IV Safety rules and fire protection

Obeying all the rules of safe work in the laboratory is the primary duty of all its users. In particular, every user of the laboratory is obliged to:

1. Know the safety rules given during the introductory training and trainings dedicated to specific pieces of equipment available in the laboratory and participate in additional trainings if current rules are subject to any important changes.
2. Execute work in accordance with instructions formulated by the laboratory's supervisors.
3. Acquaint (her/him)self with operation manuals of particular devices/set-ups available in the laboratory, material safety data sheets of chemical substances she/he uses and to obey the recommendations on avoiding risks, rescuing in case of emergency and waste disposal they contain.
4. Follow the warning and mandatory signs present in the laboratory, on the cabinets with chemical substances and packagings of the latter.
5. Keep special caution and strictly obey the operation procedures when working with:
 - dangerous substances,
 - potentially dangerous apparatus (high pressure, extreme temperature, electrical energy, flammable gases etc.).
6. Know safety measures in case of an accident or fire risk and phone numbers at which one can call for help under such circumstances.
7. A key to the chemical cabinet is stored in a code-protected black box hanging in the room no. 1.179a. In justified cases users excluding students may obtain the three-digit code to that box from the laboratory's supervisors.
8. It is strictly forbidden to give away and/or duplicate keys to the laboratory door, laboratory's cabinets and lockers available in the social room no. 1.137.
9. Any doubts should be clarified with the laboratory's supervisors.
10. Every user of the laboratory will be obliged to sign a declaration that she/he has acquainted (her/him)self with the rules contained in this document.
11. Emergency phone numbers: fire - 998, accident - 999, general emergency number - 112.