

Procedures in the SMFL

SMFL Standard Operating Procedures

All of the SMFL procedures are contained within one document titled [SMFL Standard Operating Procedures](#)

- The sections below summarized specific areas found within this document

How to start a project

- A complete [listing of the steps needed for both internal and external users can be found here](#)

How to get Safety Training

- All users of the SMFL must go through yearly safety training. [The procedures are found here](#)

How to get certified on a tool

- Most tools in the cleanroom are on the [SMFL cardswipe system](#)
- These tools require specific training and certification by an SMFL staff member before users will be enabled on the tool.
 - Check the tool pages to find the process or equipment engineer that will certify you on the tool.
 - Coordinate with the SMFL personal on a mutually agreeable time for your certification lab practical.
- The SMFL tool certification process can be found here in the [SMFL SOP Document](#)
- [User Certification Form](#) (pdf)
- **Note - you have to be enabled on some project/class account to use a tool in the SMFL.**

How to bring your own chemistry into the SMFL

- Do not show up with your chemistry in hand.
- All chemistry coming into the SMFL must be brought in by SMFL staff.
- Chemistry should be shipped directly to the SMFL. Contact [T. Grimsley for assistance](#).
- The SMFL Imported Chemical Procedure can be found here in the [SMFL SOP Document](#)
- [Imported Chemicals Form](#) (pdf)

SMFL Off Hours Policy

- Off hours access is a privilege granted to users at the discretion of the SMFL management.
- Access is granted based on observations of the candidate's maturity and technical knowledge as demonstrated by their work in the SMFL over an extended period.
- A full description of the Off Hours process can be found here in the [SMFL SOP Document](#)
- [Off-Hours Access Form](#) (pdf)

How do users reserve tools

- Most tools in the SMFL are on the [SMFL Tool Reservation System](#)
- Need to get in the reservation system?
- Internal Users - Send an email to [Thomas Grimsley](#) with your DCE username. You will log in with your DCE account.
- External Users - Send an email to [Thomas Grimsley](#) requesting an account name and password

Forms used in the SMFL

- [A listing of all SMFL forms can be found here](#)