

SMFL Safety Training

Safety Training Information

- All users of the SMFL must go through some form of safety training first and then take and pass an SMFL Safety Test on a yearly basis.
 - A valid safety badge (two types) is required to use the facilities. You receive a new safety badge after taking and passing an SMFL Safety Test
 - Badges are good for one year. Expiration dates correspond with the academic calendar (Fall, spring and Summer semesters).
 - Those without a valid safety badge must wear a Visitor Badge - No processing is allowed.
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Types of safety training available in the SMFL.

Pick the one that applies to you

Class Training

For those enrolled in an RIT class that requires them to participate in a lab section held in the SMFL.



- This level enables user to operate in the SMFL under supervision of Instructor/TA/Researcher. Basic safety training.
- No certification/swiping of tools.
- Tool operation is done under the supervision of a Certified User for that tool.
- This training is delivered through RIT's MyCourses software.

Researcher Training

For those researchers (internal or external) that are going to be working independently in the SMFL. You don't need an active project, **but you shouldn't be far from getting one.**



- Appropriate for students actively processing wafers in lab sections. *For example - MicroE students working on their senior project.*
- Advanced safety training along with SMFL policies and procedures.
 - Large focus on emergencies in the facility and how to react to them
- User can be certified on tools.
- Good for all areas in the SMFL with the exception of the Wet Etch Bays.
- Entire process must be finished in the semester it was started.

Chemical Training

- Chemical training is available for users that already have their **Researcher Badge**
 - Users should have some chemistry/chemical processing experience beforehand
 - It enables users to perform chemical processing in the two Wet Etch Bays
 - More information can be found here - [SMFL Chemical Training](#)
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Steps to get your safety training for New Users

New User - Class Safety Badge

- 1) Go to [RIT's MyCourses](#)
- 2) Look for the "SMFL Safety" course - It should appear week 2 of the semester. If you don't see it, email [T. Grimsley](#)
- 3) Read and review the [Class Safety training material](#) listed in the contents section. It can also be found here as well.
- 4) Once you are familiar with this material, go to the quizzes section and take the current quarter's safety quiz.
- 5) The quiz will grade itself once you submit it. You must achieve a 98% or higher to pass.
 - You can review the feedback for all of your missed questions. Review this material and take the test again. Continue until you achieve a 98%.
- 6) Once you achieve a 98% or higher, your class safety badge will be placed in gowning.
- 7) Your badge is good for one year.

New User - Researcher Badge

- 1) Attend a New Researcher Safety Training Session

★ [schedule is here](#)

★ [Sign up here](#) - you must sign up for a session

- 2) Watch the CSB video "[Experimenting with Danger](#)" - just watch the first 16 minutes.
- 3) You will be sent a link to the safety test after going through a New Researcher training session - take it.
- 4) After taking the test, you will receive an email with your next steps. Either to retake the test or to come for a test review.



The training process is not done until you have reviewed the test with T. Grimsley and signed the SMFL Safety Test Review form.

- 5) Your card and existing tool certifications will be added to the system at this time.
 - Once you have your Researcher Badge, you may attend [SMFL Chemical Training](#) to upgrade your capabilities in the lab.
 - See the recommendations before starting Chemical Training.

Steps to renew your expired safety badge

Class Safety Badge

- The steps to renew a Class Badge are the same as getting your Class badge for the first time. The material is updated on a yearly basis.

- 1) Go to [RIT's MyCourses](#)
- 2) Look for the "SMFL Safety" course - if you don't see it, email [T. Grimsley](#)
- 3) Read and review the [Class Safety training material](#) listed in the contents section. It can also be found here as well.
- 4) Once you are familiar with this material, go to the quizzes section and take the current quarter's safety quiz.
- 5) The quiz will grade itself once you submit it. You must achieve a 97% or higher to pass.

- You can review the feedback for all of your missed questions. Review this material and take the test again. Continue until you achieve a 97%.

- 6) Once you achieve a 97% or higher, your class safety badge will be placed in gowning.
- 7) Your badge is good for one year.

Researcher Badge

- 1) Attend a Refresher Safety Training Class

★ [schedule is here](#)

- 2) You will be sent a link to the safety test after attending a Researcher Refresher training session- take it.
- 3) After taking the test, you will receive an email with your next steps. Either to retake the test or to come for a test review.
 - You will also have to renew your [SMFL Chemical Training](#) if you have had it previously. The refresher for chemical and researcher badges are held at the same time.