

# 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.

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# 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.