

Zeiss Supra 40 E-beam Training Policy*

All users interested in training for e-beam writing must complete steps 1 - 8. Please contact the lab manager, Anlee Krupp (ahk@bu.edu, 617-353-9044) for initial consultation:

http://www.bu.edu/photonics/research/documents/sharedlabpolicy_initialform.pdf

1. Your General Lab Safety Training must be up to date. This is offered by the Office of Environmental Health and Safety. The schedule can be found at: <http://www.bu.edu/research/compliance/oehs/training/crc/lab-waste.shtml>.
2. Upon initial contact with the lab manager, level of training will be determined based on the following criteria:
 - a. If you are a certified self-user of Zeiss Supra 40, proceed to step 3
 - b. If you are not a certified self-user but have experience using SEM at another location, you will need to learn the operating procedures for using Zeiss Supra 40 in order to become a certified self-user prior to e-beam training.
 - c. If you have not used a SEM previously, you must complete full training for the Zeiss Supra 40 prior to use of the e-beam system.
3. Once you are a certified self-user of the Zeiss Supra 40, and have had 10 hours of active usage on the instrument, you can request access to the training video for the e-beam writing tool. Server access can only be granted by the lab manager. This will allow you to view the training video on-line.
4. After completion of the video, contact the lab manager to set up an appointment for training on the e-beam writing tool.
5. During the training period, a **certified self-user of the Zeiss Supra 40 for e-beam writing must be present at all times**. You are not permitted to use the instrument alone before official certification. Each time you are using the ZEISS_EBL for e-beam writing you must place the EBL in-use sign on the desktop to indicate the system is in use at that time.
6. After training, you must demonstrate confident and independent operation of the e-beam system to the lab staff. The lab manager will then certify the user (as a self-user) or recommend for more training.
7. Once certified as a self-user of e-beam writing, you will be allowed to schedule using the Google calendar for e-beam writing on Wednesdays and Fridays 8AM-8PM
NOTE: there will now be one calendar for ZEISS usage (green code), you must indicate ZEISS_IMAGE for imaging or ZEISS_EBL for e-beam writing.
8. Once you have accumulated a minimum of 10 hours of writing experience, and have shown improvement in e-beam writing to staff, you will be identified as a super user of the Zeiss e-beam writing. This will give you the privilege of using Zeiss for e-beam writing in the evenings (M-F, 8PM-8AM) and weekends (Saturdays & Sundays).

* NOTE: It is expected that all users requesting training on the e-beam system have experience in creating design files for writing. This will not be covered as part of the e-beam writing training.