

Zeiss Supra 40 E-beam Training Policy*

All users interested in training for e-beam writing must complete steps 1-7. 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 Environmental Health and Safety Office. The schedule can be found at www.bu.edu/ehs/training.
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, 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.
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 or recommend for more training.
7. Once certified as a self-user of e-beam writing, a user account will be created for you.

* 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.