

ATAMI-Specific New User Introduction

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ATAMI-Specific New User Introduction

Safety:

Introduction:

Atami is a shared use facility which houses industrial R&D commercial tenant spaces, shared use labs, and OSU research labs. We all work together to make ATAMI a safe, healthy, productive workplace.

Safety is a fundamental value at ATAMI, not just a priority. It is the most important consideration in all work conducted at ATAMI.

All safety practices at ATAMI follow OSU guidelines as a minimum. Each tenant company and lab may also introduce additional safety protocols.

The [ATAMI Safety Page](#) provides information and links to commonly used OSU safety protocols, evacuation maps, the OSU EHS web page, and new chemical notification procedures. If you cannot find answers to your questions there, contact atami@oregonstate.edu.

The OSU [Scisheid/Bioraft Safety system](#) is used to track all building chemical inventories and safety training compliance for badged users of the ATAMI building.

A process review must be completed with the ATAMI Equipment Change Engineer before any non-standard operations are completed on ATAMI shared use equipment. This will be covered in your user training.

ATAMI has a building wide safety team that meets regularly. Each commercial tenant and PI has a safety team rep. The safety team rep is a good first point of contact regarding general safety issues.

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Shared Use Spaces:

All ATAMI badged users may use shared use lab spaces, break areas, designated office spaces, conference rooms, and the dock spaces as shown in the map below. All shared use lab spaces will have “Shared Tooling” on their room signs.

You may only enter company tenant spaces if you are an employee of the company or have permission from the company. This is for both safety and intellectual property controls.

Un-badged users are allowed in the building if they are escorted by badged users at all times, or are here under special circumstances for meetings or conferences.



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Chemical Receiving and Transport:

All chemicals must be entered in the Bioraft chemical inventory system, when they arrive on site.

If you order

Chemical deliveries > 5 gallons must go to the dock area (see map above).



Chemical deliveries \leq 5 gallons may be delivered at the front entrance and placed on the secondary containment container:



Chemicals should be transported to the correct storage or lab location as soon as they are delivered. We have a goal to never have chemicals on the dock for more than 24 hours.

Chemical transport requires secondary containment. Either a cart that will contain the spill of the largest container, or other appropriate secondary containment such as bottle carriers for glass bottles or secondary cans for solids.



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[ATAMI glove policy:](#)

If you are wearing nitrile/latex gloves for work in a lab, they must be removed and disposed of in the proper container before handling the door to leave the lab.

Gloves are not allowed outside the labs with the following exceptions:

1. When transporting chemicals in an approved transportation container or cart, one hand may be gloved, and the other should be un-gloved for opening doors.
2. When using gloves to protect samples from human skin oil while doing analytical work in lab 1090, the samples may be carried to an external test device outside of the lab with one gloved hand and the other ungloved for opening doors.

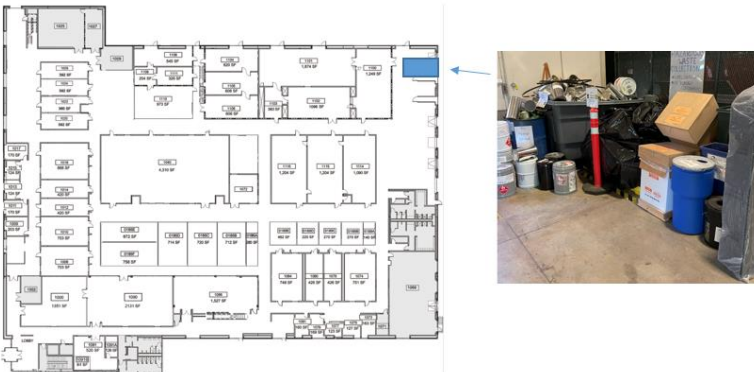
Some processes may require acid or other chemical resistant gloves. Those types of gloves are not allowed outside the work spaces (labs or high bay locations) of the process and must be removed and properly disposed of before leaving the space.

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Waste Disposal and Hazardous Waste labels:

All waste disposal must follow OSU guidelines. These are covered in the OSU Laboratory Training Modules and guidelines linked on the [ATAMI Safety Page](#).

Various waste containers for items like batteries, bulbs, metal, and other waste items are available at the NE corner of the building near the dock:



Garbage and recycling bins are also available at the back dock. It is OK to deposit garbage and cardboard in these bins, but only trained ATAMI and janitorial staff are allowed to operate the compaction system.

Hazardous waste containers and yellow labels are available outside the N door of

shared lab, 1090:



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Spill Response:

All ATAMI common spaces use the OSU guidelines for spill response that are linked on the [ATAMI Safety Page](#). Be sure to read through those guidelines before working at ATAMI.

Commercial tenants may add additional cautions on top of the baseline OSU guidelines.

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ATAMI Facility and Shared Tooling Conditions of Use:

General Guidelines:

- By registering as a new facility user and requesting tool training, all users and user sponsors (students, faculty, employees, and companies) agree to abide by ATAMI's facility and tool operating policies.
- An active, billable index number is required for OSU employee or student user registration.
- After-hours access is granted to facility users with the expectation that appropriate buddy-system work protocols will be used as needed.
- ATAMI is a shared use facility where users are expected to work neatly and clean up after themselves after each use of an ATAMI tool or area. If shared use work areas are repeatedly left in an untidy or unsafe condition (with the exception of repair or construction), future use of the space may be disallowed.
- Details of the work completed on the tool must be written in the appropriate log book, where and when provided.
- Immediately report any tool issues directly to ATAMI staff for investigation or repair.
- Users will not attempt any tool repairs or service without ATAMI staff permission.
- If a tool is damaged during use, ATAMI staff will complete an investigation to determine if the damage is caused by violation of safety, SOP, or other training protocols. If so, the user may be charged for repair.

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Tool Training and Associated Use Charges:

University policies require that Atami charge for all training and use of shared use tools. OSU researchers and students are expected to supply a billing index before training and use of all tools. Tenant tool use is covered by tenant lease agreements. Tool usage is tracked through the CardTap system.

Shared use tool training includes sign-off by the trainer and user of a formal training sheet that acknowledges the following:

- All required safety classes are completed.
- User has read and understood the SOP for the tool.
- All related SDS's are accessible.
- All general and tool specific safety protocols will be strictly followed for all tool use.
- Users will not attempt any repairs or modifications of the tools outside of recipe and other tool adjustments covered in the tool SOP.

Tool training will include all general tool operations and safety training, as well as a thorough review of the user's application to determine if the tool is suitable for the intended application.

Tool Modifications:

Modifications of any shared tool require approval by ATAMI staff. Contact atami@oregonstate.edu to request initiation of a formal equipment change process.

All user requested modifications will be funded by the requestor. After modification of an ATAMI shared use tool, ATAMI owns the modification hardware and it will be included as part of the asset tag for that tool.

The use of the AJA sputter requires approval by ATAMI and Amorphyx Corporation before proceeding. Contact atami@oregonstate.edu to request process approval for use of the AJA sputter.

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Consumables:

All consumables used for processing on a tool, with a few specific exceptions (lamps, prober tips, SEM sources and apertures, pump oil,..) are the responsibility of the user.

All consumables will be stored safely per OSU laboratory chemical safety rules and associated SDS's will be verified available through SciShield before use on the tool.

Required Publishing Acknowledgments:

ATAMI is an NNCI supported facility. The National Nanotechnology Coordinated Infrastructure (NNCI) is a National Science Foundation funded effort to coordinate nanoscale research and development activities across the United States. NNCI sites provide researchers from academia, small and large companies, and government with access to university user facilities with leading-edge fabrication and characterization tools.

When publishing research involving experiments conducted at ATAMI, the following text must be included in the acknowledgments:

“Part of this research was conducted at the Northwest Nanotechnology Infrastructure, a National Nanotechnology Coordinated Infrastructure site at Oregon State University which is supported in part by the National Science Foundation (grant NNCI-2025489) and Oregon State University.”

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Revision Control:

Revision	Date	Description/Change	Curator
0	9/14/2020	New Document – PDF version replaces ATAMI specific safety training video on the ATAMI Guidance for New Users website .	Randy Greb
1	11/8/2022	Added glove policy and updated version on ATAMI website.	Randy Greb
2	1/9/2023	Added ATAMI Facility and Shared Use Tools Conditions of Use information.	Randy Greb