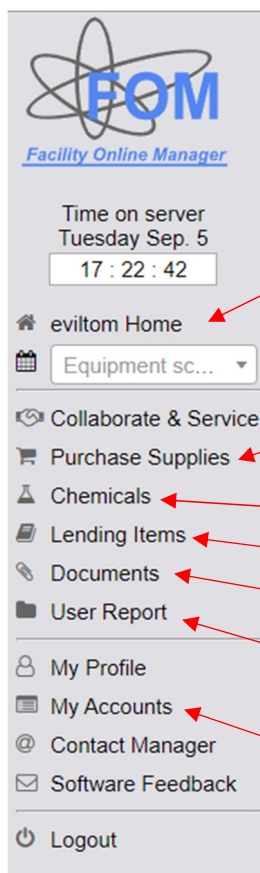


SNL FOM Instructions

Once you have an FOM User Profile that has been confirmed – you will see any accounts you have been authorized to work on. In the main tab on the left – click accounts.

You may receive a message that you have no active accounts or your accounts are not valid. Please contact the SNL Operations Manager if you feel that there is an error.

You need an active account in order to use some of the features on the FOM system. When you are new to the system, a “dummy” account will be added for you if you have no tool certifications. This will enable you to see the safety training calendar, facility events, Safety Data Sheets (SDS) for the chemistry in the lab and various SNL forms you may need.



Your homepage page showing the tools you are enabled on.

Not currently used.

For Staff use only.

A listing of the chemistry in the SNL and a link to their SDS's

Not currently used.

All the tool manuals and various SNL forms and documents can be found here

You can download your lab activity here.

A listing of the projects you are authorized to use.

Your Accounts Page

Your accounts page will look something like the below. You may mark your accounts as active or inactive. It does not change the actual project expiration date – it is there for your convenience as to which accounts you wish to see when using tools. All projects have an expiration date. If the project is expired – it will show here as expired.

RIT - FOM - My Accounts

Update Account Number

#	Research description name	Account Number	Is Active?	Set as default
1	Admin_Use	0000	<input type="checkbox"/>	<input type="radio"/>
2	SMFL Maintenance	01.63900.802XX:10.00000.00000	<input checked="" type="checkbox"/>	<input type="radio"/>
3	SMFL Training	01.63900.90XXX:10.00000.00000	<input checked="" type="checkbox"/>	<input type="radio"/>

#Set default Account Number for each equipment

Add a new account
Please contact the FOM site Administrator to add an account.

Research description name: (You should type something like "Study of Bees" or XYZ facility Material Analysis)

Account Number: *Internal users must provide valid Account Number.

Category:

Purposes/Description:

Time on server Tuesday Sep. 5 17:26:39

- Admin Home
- Supervisor Home
- User Home
- Equipment sc...
- Billing
- Reports
- Facility Config
- Safety Certificates
- Holidays
- User Survey

Do not add any accounts. FOM will currently let you do so, but the accounts must be in a specific format for the system to roll up usage properly.

If you add your own account and then charge tool time to it – you will be removed from the system and your access to the SNL will be removed as well.

Your Home Page

As you obtain tool certifications, you will see them show up on your home page. There are two views – classic and dashboard. The Dashboard view is shown below. There will be three tools/events that everyone will be certified on.

- SNL Facility Events – a calendar that shows when the lab facilities may be up or down (DI system service, etc)
- SNL Operations and Forms – this is a calendar that has no events but is used to link to various SNL forms in the documents section.
- SNL Safety Training a listing of upcoming New Researcher Training and Refresher Training.

The screenshot shows a dashboard with several tool status cards. Each card displays the tool name, access level, equipment status, and a note to users. The status indicators are color-coded: green for 'Available', red for 'Down', and yellow for 'Day time user'.

- SNL Facility Events:** Access level: View only, Equip status: Available. Note: Lab is up in limited mode - certain tools are available. Listing of Lab Maintenance Events. No reservation found.
- SNL Operations and Forms:** Access level: View only, Equip status: Available. Note to users: Please see the Forms and other information in the Documents Tab - there is no calendar for this.
- SNL Safety Training:** Access level: View only, Equip status: Available. Note to users: A Schedule of upcoming New Researcher and Refresher Training.
- AME P5000 - Chamber A TEOS:** Access level: Day time user, Equip status: Available. Note to users: 8/8/23 - Tool is up with limited use - films of less than 200nm only.
- ASML Stepper:** Access level: Day time user, Equip status: Available.
- Bruce Furnace Tube 5:** Access level: Day time user, Equip status: Down.
- GCA Stepper:** Access level: Day time user, Equip status: Available.
- LAM 490 Plasma Etcher:** Access level: Day time user, Equip status: Down. Note to users: 08/09/23 - Oxygen leak, no O2.
- FOM software feedback:** Have any suggestions, feedback, or complaints about the FOM system? Please let the developers (FOM Networks, Inc.) know using this box! All comments will be read by a real human, and considered during our development cycle.

Tool status as Available or down

Tool may be up but with limitations – noted in yellow

If the tool is down – notes as to the reason/status of repair may be noted.

The classic view

The screenshot shows the classic view dashboard with a sidebar on the left and a main content area. The sidebar includes navigation links like 'eviltom Home', 'Collaborate & Service', and 'My Profile'. The main content area displays a list of authorized resources, categorized by facility and room. Each resource is shown with its name, access level, and status.

- Authorized Resources (Click to view schedule)**
- Show my favorite resources only [Switch to Dashboard view to set favorite resources](#)
- Select or type to search
- SNL**
 - Facility - Room 2700
 - ~ SNL Facility Events View only Available. Lab is up in limited mode - certain tools are available. Listing of Lab Maintenance Events
 - Dry Etch - Room 2710
 - LAM 490 Plasma Etcher Day time user Down. 08/09/23 - Oxygen leak, no O2.
 - Lith - Room 2730
 - GCA Stepper Day time user Available.
 - Room 2750
 - ASML Stepper Day time user Being used by Karl Hirschman.
 - PECVD - Room 2770
 - AME P5000 - Chamber A TEOS Day time user Down. 8/8/23 - Tool is up with limited use - films of less than 200nm only.
 - Tnon PECVD Day time user Available.
 - Thermal - Room 2770
 - Bruce Furnace Tube 5 Day time user Down.

Making a Reservation

Reservations on the tools can be made from any computer, inside or outside of the SNL. Open the tool calendar for the tool you wish to use.

GCA Stepper						
Sep 2023						
Mon 9/4	Tue 9/5	Wed 9/6	Thu 9/7	Fri 9/8	Sat 9/9	Sun 9/10
6:30	6:30	6:30	6:30	6:30	6:30	6:30
7:00	7:00	7:00	7:00	7:00	7:00	7:00
7:30	7:30	7:30	7:30	7:30	7:30	7:30
8:00	8:00	8:00	8:00	8:00	8:00	8:00
8:30	8:30	8:30	8:30	8:30	8:30	8:30
9:00	9:00	9:00	9:00	9:00	9:00	9:00
9:30	9:30	9:30	9:30	9:30	9:30	9:30
10:00	10:00	10:00	10:00	10:00	10:00	10:00
10:30	10:30	10:30	10:30	10:30	10:30	10:30
11:00	11:00	11:00	11:00	11:00	11:00	11:00
11:30	11:30	11:30	11:30	11:30	11:30	11:30
12:00	12:00	12:00	12:00	12:00	12:00	12:00
12:30	12:30	12:30	12:30	12:30	12:30	12:30
13:00	13:00	13:00	13:00	13:00	13:00	13:00

Click on the time slot you wish to reserve. Choose the appropriate account to be used and the time period. You access limitations may restrict your reservation. Enter any usage comments about your process – for manual wet bench usage – your specific process should be listed. When finished – hit the Reserve button.

New reservation [X]

Resource: GCA Stepper

User: Evil Tom Kennebec, eviltom@rit.edu

Fee structure: External For-profit

Access Level: Day time user

Financial account: SMFL Maintenance ▾

Reservation: 9/6 10:00 ▾ - 9/6 12:00 ▾

Estimated cost: 250

Usage Comment:

[Text input area]

Reserve **Close**

Once you have made your reservation – you can go back and change/modify/delete it. We ask that you delete any reservations that you will not be using as a courtesy to other users.

Tool Logon

When you are ready to use the tool, you must logon the tool from the computers in the actual cleanroom.

Your reservation is good for 15 minutes, after that, the tool becomes available for others. We ask that you be as accurate as possible with your reservations and show up on time.

To logon the tool, open your reservation from one of the three FOM kiosks in the cleanroom. Open your FOM account and go to your reservation.

If you are within the 15-minute window – click on your reservation and hit the Logon button.

You may also create a reservation and start using the tool immediately – this is termed an express logon.

Express logon

Comment by previous user:
//For training

Resource: Tencor P2 Profilometer

Relay Status: OFF [Turn on](#)

Reservation purpose: My own research

User: Thomas Grimsley, thomas.grimsley@rit.edu

Fee structure: Admin_Use

Access Level: Instrument manager

Financial account: SMFL Training

Reservation: Now - 9/6 16:00

Estimated cost: 0

Usage Comment:
//My own research

[Express Logon](#) [Close](#)

Tool Logoff

When you are finished with the tool, go back to your FOM account and logoff the tool from the reservation. Only the tools in the cleanroom can be used to logoff.

You may enter comments at this point about the tool and any issues.

Resource is being used

Resource: Tencor P2 Profilometer

Relay Status: ON [Turn off](#)

Reservation purpose: My own research

User: Thomas Grimsley, thomas.grimsley@rit.edu

Fee structure: Admin_Use

Access Level: Instrument manager

Financial account: SMFL Training

Reservation: 9/6 15:24 - 9/6 16:00

Actual usage: 9/6 15:24 - 9/6 15:25

Resource status report: OK Something wrong (details in comments)

Usage Comment:

Record ID [544](#) at 2023-09-06 14:24:57

[Logoff](#) [Close](#)

Accessing Safety Data Sheets

SDS's for the chemicals in the SNL can be accessed through the FOM system. Go the chemicals tab on the left. A listing of all the chemicals in the SNL will appear – sorted by type. You can also search by the type of chemical (we are using the location field for this) or by the chemical name. The SDS is accessed by clicking the three dots for “more”.

Select Facility:

Search/Filter:

Chemical Name	Default location	Sublocation	Amount	Unit	
Hydrochloric Acid	Acid		<input type="text" value="12"/>	1	...
Ammonium Hydroxide	Base		<input type="text" value="12"/>	1	...
Potassium Hydroxide	Base		<input type="text" value="12"/>	1	...
Sodium Hydroxide	Base		<input type="text" value="12"/>	1	...
CD 26	Developer		<input type="text" value="12"/>	1	...
Buffered Oxide Etch 10:1 (BOE)	Specialty Etchants		<input type="text" value="12"/>	1	...

Find chemicals by type or name

Click on the “more” symbol for the SDS

A submenu will appear where the SDS can be downloaded. There is no need to adjust the amounts section of the chemistry – we do not use the FOM system for inventory.

Select Facility:

Search/Filter:

Chemical Name	Default location	Sublocation	Amount	Unit	
Hydrochloric Acid	Acid		<input type="text" value="12"/>	1	...
Ammonium Hydroxide	Base		<input type="text" value="12"/>	1	...
Potassium Hydroxide			<input type="text" value="12"/>	1	...
Sodium Hydroxide			<input type="text" value="12"/>	1	...
CD 26			<input type="text" value="12"/>	1	...
Buffered Oxide Etch 10:1 (BOE)			<input type="text" value="12"/>	1	...

Chemical Details

Chemical Name Buffered Oxide Etch 10:1 (BOE)

Default location Specialty Etchants

Unit 1

Amount

MSDS [download](#)

Receive date 08/24/2023

Expire date 08/24/2099

OK

The SDS for this chemical can be downloaded here

Documents

Many of the pertinent documents for the SNL can be found on the FOM system – go to the Documents tab on the left of the FOM page.

Documents

- SNL
 - ~ SNL Operations and Forms
 - [Certification Form](#)
 - [External Customer Tool Rates](#)
 - [Imported Chemical Form](#)
 - [Internal Customer Tool Rates](#)
 - [New Project Form](#)
 - [Off Hours Access Form](#)
 - [SNL Mask Order Guide](#)
 - [SNL Mask Order Request Form](#)
 - [SNL Staff Call In List](#)
 - ~ SNL Safety Training
 - [Beaker Training Outline](#)
 - [Current Refresher Training - Fall 23 to Spring 24](#)
 - [Fall 22 to Spring 23 Refresher Training Material](#)
 - [SNL Users Manual](#)
 - ~ Facility
 - ~ SNL Facility Events
 - [Fall 2023 uE Lab Schedule](#)
- + Dry Etch
- Lith
 - ASML Stepper
 - [ASML Stepper Operations Manual - Rev D - 5/23/22](#)
 - [ASML Job Creation Manual - Rev E - 4/27/20](#)
 - [Superuser - Eli Powell](#)
 - CEE 100 Developer
 - [CEE 100 Developer Operations Manual - Rev D - 6/30/22](#)
 - CEE 100 General Resist Spinner
 - [CEE 100 General Spinner - Operations Manual - Rev A - 2/1/21](#)
 - [Superuser - Matt Seitz, William Huang, Emily Kessler-Lewis, Bryan Melanson](#)
 - CEE 100 Positive Resist Spinner
 - [CEE 100 Photoresist Spinner - Rev C - 5/12/20](#)
 - [Superuser - Eli Powell, William Huang](#)
 - CEE Spin Coat Station
 - [CEE Spin Coat Station with HMDS - Rev C - 5/12/20](#)
 - [Superuser - William Huang, Bryan Melanson](#)
 - GCA Stepper
 - [GCA Job Creation Manual - Rev J - 4/29/20](#)
 - [GCA Stepper Operations Manual - Rev J - 4/14/20](#)
 - [Superuser - Karl Hirschman, Eli Powell](#)
 - Heidelberg DWL 66 - 20mm Head
 - [Heidelberg Operations Manual - Rev B - 5/13/17](#)
 - [Superuser - Eli Powell, Emily Kessler-Lewis](#)
 - Heidelberg DWL 66 - 4mm Head
 - [Heidelberg Operations Manual - Rev B - 5/13/17](#)
 - [Superuser - Eli Powell, Emily Kessler-Lewis](#)
 - KS MA150 Contact Aligner
 - [Suss MA150 Operations Manual - Rev F - 5/8/20](#)
 - KS MJB4 Contact Aligner

Various SNL forms

SNL safety information

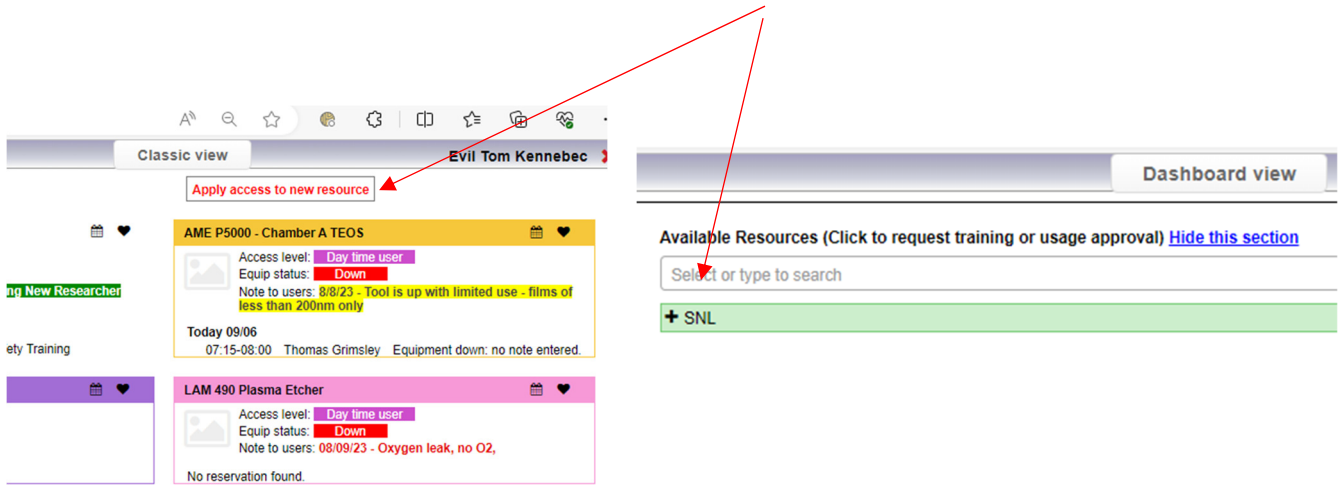
SNL uE lab schedule

Documents for the SNL tools – superusers for each tool are also listed – organized by area. Areas can be expanded and collapsed.

Requesting Help on Training

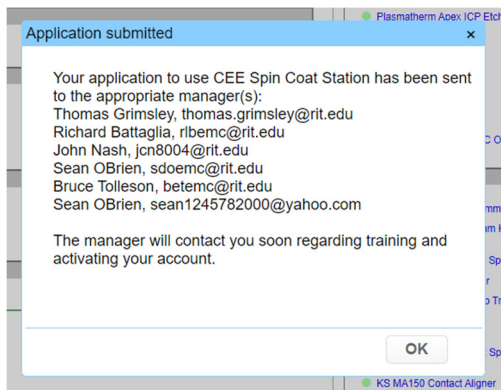
The FOM system has an area where you can request access to a tool you are not certified on.

In either the Dashboard or the Classic view, there will be an area that you can click on to access new tools.



This will bring up a menu of other tools available in the SNL. The expectation is that you find someone in the lab to train with. If you cannot find anyone, The SNL staff can help facilitate by connecting you to someone already trained on the tool.

Click the tool you are interested in, this menu will appear. Type your message to the staff and hit apply. The tool manual will also appear as well as any superusers that can certify you on the tool.

A screenshot of the 'New User Application Form' for the 'CEE Spin Coat Station'. The form title is 'New User Application Form'. Below the title, it says 'Apply to use new equipment CEE Spin Coat Station'. The description is 'Spin coat station for positive photoresist with HDMS vapor prime station.' There is a dropdown menu for 'Select the option that best describes you:' with 'Internal' selected. Below that is a text area for 'Message to instrument managers:' with the text 'Could you please connect me with a certified user on this tool?'. There are 'Apply' and 'Cancel' buttons. At the bottom, there is a section for 'Please read the following documents/manuals that are related to this equipment (open in separate window). You may also visit documents link on left menu to open these documents.' with two links: 'CEE Spin Coat Station with HMDS - Rev C - 5/12/20' and 'Superuser - William Huang, Bryan Melanson'.

The staff will receive your message and attempt to connect you with a certified user