

Work restrictions

1. Working outside normal work hours

Normal working hours are Monday -Friday 07.00 – 18.00. Working alone in the cleanroom is strictly prohibited; at least one colleague must be present in the cleanroom all times.

This means that all lab activities outside normal working hours require the presence of at least one additional approved user, known as a "lab buddy". Users who intend to work odd hours should notify the lab staff of their attending lab buddy. When the activity in the cleanroom is limited to only two users, each person has a mutual responsibility for the other and must coordinate their work in, and exit from, the lab.

Your lab buddy must be an experienced and approved user. Lab buddies must be present in the lab so that they may assist you in the event of an accident. For this system to work effectively, lab buddies must maintain close contact with each other (e.g., NOT by mobile telephone and NOT remotely from the office). Your lab buddy should be nearby, especially if you are about to use chemicals in the wet benches outside normal working hours. Additional procedures and restrictions may be applicable to special tools, see below. Prior lab experience is a requirement of all those who want to work outside office hours.

We strongly recommend that you work during normal office hours.

Working outside normal working hours require:

1) Registration of Night Shift Booking in [LIMS](#) at *Tools » Verify night shift booking*. The lab buddy system requires that the person is asked if he/she is willing to take this responsibility. Just picking a person from the list is not ok. The lab buddy's must be present in the lab in order to assist each other in the event of an accident.

2) Information to the Electrum group and alarm group by email to elab-techsupport@ict.kth.se before 13.00 the same day on weekdays, before 13.00 on Fridays for weekends, or before 13.00 the last working day before holidays. The message should contain the names of the user and the lab buddy, the intended working time in the lab and the processes to be used.

2. Tool usage restrictions

Tools from the list below should be operated only during Monday - Friday, 07.00 - 18.00.

- Epsilon
- IDP
- Mozart
- Semlan
- Napoleon
- Asterix
- Obelix
- IBS

1. These tools may be operated from 06.00 – 23.00, with processes running until 22.00 allowing the hour between 22.00 – 23.00 for shutting down the tool. This is allowed if, and only if, the user of the tool makes sure that Electrum Lab staff or alarm group members will be present at the work place during the full run.
2. If arrangements under condition 1 are made, this should be reported to Electrum Lab at elab-techsupport@ict.kth.se before 13.00 the same day on weekdays, before 13.00 on Fridays for weekends, or before 13.00 the last working day before holidays. The message should contain the names of the user, lab buddy, and alarm group member, the intended working time in the lab and the processes to be used.

Users who do not comply with the above rules will get a written admonition and may be suspended from the cleanroom according to the document "Disciplinary Actions for Misconducts at ICT-school Laboratories".