

Packaging and Systems Facility
(PASF)
Centre for Nano Science and
Engineering, Indian Institute of
Science, Bengaluru: 560012

The PACKAGING AND SYSTEMS FACILITY(PASF), is a multi-user facility serving the needs of students, staff, faculty, INUP participants and industrial visitors. The PASF houses many expensive pieces of sensitive equipment. It also houses many Equipments and compressed gases which pose significant hazard if handled incorrectly.

All users of the PASF are expected to go through the safety protocols, entry and exit procedures and guidelines given below and detailed in various documents posted on the PASF website, the information resource of the Centre. It is impossible, however, to define a policy or a rule for every conceivable situation. Under these circumstances, the users are expected to act in a professional manner displaying courtesy and respect to the staff members of PASF and to other users, and to exercise discipline to enable smooth and safe functioning of the facility.

User Guidelines

1.0 General rules

- The facility is provided 'as is' and PASF does not guarantee any particular research outcome.
- Complete description of the materials and tools usage/design services to be carried on the tool should be provided by the user and any changes to the same should be notified for recertification
- If the user ceases to be a part of the research group, the same shall be notified immediately by the concerned faculty/incharge of the research or business group. Any expenses arising from the misuse of the facility by such a user will be billed to the concerned faculty.
- Ethical, professional and responsible behavior is expected from the user and any violation of CeNSE-IISc/PASF rules (including unauthorized copying or disruption/damage of others work) will result in permanent suspension of access to the facility
- The user agrees to acknowledge PASF in all publications, presentations or any other form of technical documents based on work done partially or fully at the PASF and the same should be informed to the facility. The text for the acknowledgement is "We acknowledge support from CeNSE facilities funded by MHRD, MeitY and DST Nano Mission "
- Data backup available within a 1-month frame only. Every user must make sure that they take data backup of their critical data at their end.

1.1 Essential documents

Please read all reference documents listed below. Please note that these documents change from time to time and the users are required to keep themselves aware of the changes, in

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consultation with the Technologists in the Fab. Note that each piece of equipment in the PASF has an “owner” who is the Facility Technologist (FT) Staff .

- a. PASF General Usage Policy
- b. PASF Safety Policy
- c. Emergency Evacuation Procedure
- d. Equipment Rules and Regulations applicable to the equipment. Trained independent users are expected to go through the equipment manuals in addition to the operating procedures in order to be able to handle the equipment in the absence of Technologists.
- e. When you are not sure of anything connected with using any Equipment/Facility in the PASF, consult the PASF Staff /FT before proceeding further.
- f. FOM Slots have to be booked as Dependent/Independent User and Proper Training & Equipment Handling Procedures to be followed before using the Tool/Equipment.
- g. Please read the SOP for All Disciplinary Actions before using the PASF Facility

2. User Responsibility

- a. Each user is responsible for the equipment and the facilities he/she uses.
- b. Do not use any equipment without first reserving it with the online FOM scheduler.
- c. Report to the PASF staff if you find equipment/its accessories was left in inappropriate condition by the previous user. Report any missing accessories or malfunctioning of equipment. Do not try to repair or change other than user settings without checking with the equipment owner.
- d. Leave all equipment in the same condition as when you began work, or in a better condition. Fill out the log book after use.
- e. Report any potential safety hazards to a member of the PASF staff.
- f. A user *may not* carry out work in PASF on behalf of anyone else, without obtaining prior permission from PASF staff to do so.
- g. Users have to use only Biometric Access to PASF, no tailgating of other Users is allowed
- h. FT/SFT has to be present for all dependent users and access to Clean Room and Testing area will be allowed only if needed.

i. Penalty Points are applicable to only Students and not External Users.

ii. CeNSE/Internal/External Users Please Plan your Usage of PASF Facility well in advance as some of the Equipments will be in Continuous Usage. Please contact FT/SFT. This is especially in cases where there are Deadlines such as Projects/Symposium/Conference or Reviews.

All details are also available in the below weblink for Quick Access

<https://sysefandpackagingfacility.cense.iisc.ac.in/>

3.0 Safety and Health

New User Orientation includes Safety Procedures. The Users commit to:

- a) Be personally responsible for safety, PASF or CeNSE is not liable for injury, illness or incident arising from any user’s activity at PASF
- b) Operating Tools in accordance with the Standard Operating Procedures (SOP), User document(UD) and PASF Rules.

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- c) Exercise due care to prevent damage or misuse.
- d) Accepting full responsibility for any harm or damage resulting from deviation from standard procedures
- e) Maintaining a health insurance of at least Rs 5,00,000 per year through personal or group plans.

4.Accountability

Violations of PASF protocol and procedures will result in penalty points and restricted access and privileges. A brief list of common violations is given in Annexure 1 to this agreement. Please note that this list is only indicative and all violations will attract punitive measures even if not listed here.

The disciplinary measures that will be applied are shown in the following table. PASF management reserves the right to change or impose additional penalties from time to time.

Cumulative penalty points	Disciplinary action
>=30 points	1 week suspension
>60 points	2 week suspension
>90 points	3 week suspension
>100 points	Barred from access to the PACKAGING AND SYSTEMS FACILITY

Any user who has accumulated 100 penalty points and is barred from access to PASF will be referred to PASF disciplinary committee which will decide on the future course of action in each case.

5. Billing and Payment

PASF is a paid usage facility. Bills for the previous month’s usage will be sent by the 15th of every month. It is the responsibility of the Supervisor to make sure that the bills are signed and returned to the appropriate authority after verifying the authenticity of the billing account. Pending bills of more than 2 months will automatically lead to the suspension of the tool booking account of all the users under the supervisor.

For External Users all billing, invoices will be Generated through INUP on a Bi-Weekly or Monthly Basis and User Rates are Charged Separately. More details are available with PASF Facility Incharge for this.

7. Intellectual Property(IP)

- a) All device designs, process flows, tool recipes, packaging and system design processes, project documents created by the User are the IP of the respective User
- b) All device designs, process flows, tool recipes, packaging and system design processes, project documents created by PASF are the IP of PASF. Users are allowed restricted access to the IP to execute their work in PASF. However restricted access does not constitute a technology transfer or any type of license
- c) All device designs, process flows, tool recipes, packaging and system design processes,

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- project documents created jointly by PASF & the User are the joint IP of PASF & the User
- d) Any PASF IP, Solely or jointly owned can be licensed or transferred only through a separate agreement.
 - e) The Software Platforms offered to the users such as Data Analysis software, tool firmware are the IP of the respective owners . The respective license agreements govern access to the software. Users accessing the software implicitly agree to comply with terms of the agreement.
 - f) If the Software/Firmware is developed at PASF then the IP belongs to PASF.

8. Confidentiality

PASF is committed to safeguarding the intellectual property and proprietary research data of all its users. The intellectual property (as defined above) residing within the facility is confidential.

- a) Users are prohibited from accessing, sharing, photographing, recording, or replicating others' work without explicit permission.
- b) Users are forbidden from disclosing the IP of others without the explicit permission of the owners.
- c) System logs, recipes, and stored data on tools are restricted information. PASF maintains these for operational and safety purposes only. This information cannot be used, shared, or copied by users without the explicit permission of the facility.
- d) Any breach of confidentiality must be reported immediately. Violations may result in suspension of access, termination of privileges, or further disciplinary action.
- e) PASF may use the data for operational, maintenance, or safety purposes. However, these are not disclosed to a third party, unless required by law

9. Data Management

- a) Project owners/Users are responsible for backing up all critical data. Please note that on the last working day of each month, PASF servers will automatically reset and delete all data older than 30 days. The CeNSE IT Team shall not be liable for any data loss resulting from this scheduled reset.
- b) The users must assume the responsibility of protecting their data, samples, and documents. Please note that this is a shared facility open 24/7 to users. External vendors and service engineers also visit the facility for maintenance and installation. Act accordingly & responsibly.

10. Acknowledgement of PASF in Publications

The facility is supported and subsidised by the Government of India. All users must acknowledge PASF in publications, presentations, theses, or reports, if the work was partly executed at the facility. The acknowledgement text is:

"This work/part of this work was carried out at the *Packaging and Systems Facility (PASF)* located at the Centre for Nano Science and Engineering, Indian Institute of Science, Bangalore, funded by MoE and MeitY" .

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11. Declaration and Compliance

By signing this agreement, I and my supervisor affirm that we have read, understood, and agree to comply with all rules, safety protocols, and operational guidelines established by PASF.

While the users will be provided orientation on chemical safety and specific equipment operations, they remain primarily responsible for their own safety while working within the PASF. CeNSE does not accept liability for any injury, illness, or incident arising from a user's activity at PASF.

The user commits to:

- Operating all tools and equipment in accordance with approved Standard Operating Procedures (SOPs), User Document (UD), and PASF rules.
- Exercising due care to prevent damage or misuse, and
- Accepting full responsibility for any harm or damage resulting from deviation from established protocols.

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CeNSE/IISc User Details

User's signature:	Supervisor's signature:
Name:	Name:
Designation:	Department:
Department:	Email ID and phone:
Email ID and Phone:	Debit code to be used for payment:
Date:	Date:

Tool Usage Details	From Date (DD/MM/YYYY)	To Date (DD/MM/YYYY)	Remarks
1)			
2)			
3)			
4)			
5)			

External/INUP User Details

User Name1	Company Type	Company Name	Signature of User	Mobile# User
Signature				
User Name2				
Signature				
Date of Agreement				

USER IISc OLSEH /PASF SAFETY TEST RECORD

OLSEH Safety Test Date	OLSEH Safety Test Score	OLSEH Safety Test Due Date	PASF Safety Test Date	Remarks

Note: Company Type:-

- 1)External Academic
- 2)IAP
- 3)Industry

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Annexure 1- Violations and Penalty Points

Violations that attract 15 penalty points

- 1 Not following the lab entry and gowning procedures. Mandatory to use Shoe Cover/ESD Shoes in Semiclean Area and ESD Apron with ESD Shoes in Clean Room Area. (Wearing skirts, sleeveless, shorts, cleanroom gown procedure etc)
- 2 Carrying prohibited personal belongings (bags, purses, food, drinks, laptop bags, notebooks, texts etc)
- 3 Doing personal work or browsing the net using equipment interfaced PC
- 4 More than 40% cancellation of slots 24hrs before the start time, in a month
- 5 Use of equipment without reservation
- 6 Not showing up for a booked slot without prior intimation to equipment owner
- 7 FT to note down after Warning 1st Time Penalty Points will be started.
- 8 Process Request not closed on time
- 9 Failure to report Tool/Equipment problem through FOM/FT
- 10 Any Equipment /Accessories taken out of the PASF Lab needs to be logged in the Register Book with Mention of all details and returned back promptly. Failure to comply with this will attract penalty points.
- 11 Only Certain Non Critical items like DMM, PSU, Spare Soldering Iron if not being by the PASF Facility can be taken out of PASF Lab for return back as in 11) with FT Permission only.

Violations that attract 30 penalty points

1. Failure to follow Standard Operating Procedures (SOP) while using the equipment (will also lead to termination of independent access)
2. Failure to clean workspace after your slot Semiclean Room and Clean Room Class (1000 area) .
- 3 Failure to immediately respond to and /or report equipment problems, injuries or safety hazards.

Violations that attract 100 penalty points

1. Using equipment, not trained on or authorised to use
2. Unauthorised removal /bringing of equipment or associated accessories/materials to or from the fab premises.
3. Handling chemicals without using the recommended Personnel Protective Equipment (PPE)
4. Entering speciality gas storage area without staff approval and training
5. Tampering with Bio metric entry system or security cameras
6. Inappropriate tool usage leading to tool damage
7. Bringing visitors into the cleanroom without permission (will also lead to immediate loss of biometric access).
8. Carrying out work on behalf of others without obtaining permission

❖ **Note: Repetition of same mistake will attract double the penalty points**

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