



Data Storage
Institute

A * S T A R

DSI
Data Storage Institute
Co. Reg. No. 199702111Z

2 Fusionopolis Way
#08-01 Innovis
Singapore 138634
Tel: (65) 65011800 Fax: (65) 62503658
www.a-star.edu.sg/dsi

SnFPC Guidelines

1.0 The Facility

1.1 The SnFPC facility is comprised of micro-fabrication and characterization tools that are open for access to the research community and industry for their R&D work. This facility is the property of the Agency for Science Technology and Research (A*STAR).

1.2 The SnFPC facility in DSI is managed by the Engineering Operations Division.

2.0 The Users

2.1 The SnFPC facility is open for access to authorized staff and students from A*STAR

Research Institutes (RIs), Institutes of Higher Learning (IHLs) and industry partners.

3.0 Access to Facility

3.1 Access to the tools in the facility is either through direct access mode where users use the tools without the assistance of DSI engineers or through service mode where the job is performed by DSI process engineers.

3.2 Prospective self-access users are required to attend the Safety Training and Cleanroom

Protocol briefing, get trained/authorized on the equipment by the equipment Person-in-Charge (PIC) prior to being allowed access to any tool. Self-access users to the DSI SnFPC facility shall comply with DSI's protocol in obtaining authorization for access.

For more information on how to get started, please refer to the Getting Started page.

3.3 All users shall abide by the IT policy in DSI.

3.4 All users shall have appropriate insurance coverage prior to being allowed access to DSI SnFPC facility.

3.5 In the event of equipment damage due to negligence or wilful act on the part of the external user, the external user shall bear 50% of the repair cost.

3.6 Exclusion of liability - DSI shall not, in any event, be liable for any obligation, liability, right, claim or remedy for loss of or damage to any property, or for loss of use, revenue or profits with respect to any equipment, or for any other consequential, special, incidental or



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exemplary damages whatsoever pursuant to the usage of DSI's SnFPC and its equipment.

3.7 DSI shall not be liable for any delay in performing or failure to perform its obligations where such delay or failure is due to any cause or circumstance beyond its control including any breakdown in research, test or analytical equipment or apparatus used, natural hazards and/or disasters, acts of God, acts of governmental authorities, governmental regulations, labour unrest, riot, civil commotion, fire, flood, war, acts of foreign enemies and acts of terrorism. DSI shall, for the duration of such event, be relieved of any obligation under this Contract which is affected by such event.

3.8 Users interested in service/consultancy arrangement can contact the Industry Development Division.

Contact Person:

Mr Sampath Kumar Praveen
O: +65 6714 9185
E: @dsi.a-star.edu.sg

4.0 Facility User Card

4.1 All trained and authorized equipment users intending to use the facility for an extended period of time can apply for a personal DSI access card. The Access Card shall be programmed to only allow access to the premises pre-approved by the Engineering Operations Division.

4.2 The access card issued is not transferable. The card must be displayed at all times and should be used to access the authorized premises.

4.3 The access card issued is valid for one year. Users shall be reminded to renew the card prior to the card expiry. The card shall be terminated if the users do not respond to the renewal notice. Terminated access cards shall be returned to DSI otherwise a fee of S\$50 shall be charged to the user.

4.4 Users are responsible for the safe keeping of the card. In the event the card is lost, stolen or damaged, the users must contact Engineering Operations and Receptionist/Security immediately. A fee of S\$50 (inclusive of GST) shall be charged for the replacement of the card.

5.0 Training/Orientation

5.1 Prospective users can request for training by submitting a completed Equipment Training



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Request form available in the Getting Started page. Completed form shall be submitted to the Engineering Operations person-in-charge.

5.2 Training shall be arranged once the request for equipment training is approved by the relevant countersigning officers in DSI.

5.3 Training shall be conducted by the Equipment PIC. It shall cover the standard operating procedures on how to safely operate the tools. Trainees shall be briefed on the Risk Assessment related to the tool and process.

5.4 Users who failed to use the equipment for a period of 6 months shall be required to be retrained/re-qualified.

5.5 Training and re-training charges apply. For training charges, please contact the Engineering Operations Division.

6.0 Booking & Equipment Usage

6.1 All equipment booking shall be made through the equipment PIC. Booking slot/schedule can be sent to the PIC by email.

6.2 All authorized users shall abide by the rules and regulations pertaining to "safety" as prescribed in the EHS requirements and must acknowledge the RA/SWP documents of the respective tools. Users shall comply with all DSI security requirements while using the SnFPC facility.

6.3 Users availing the facility under a project are required to key in the project code when booking the equipment. Those who are not under any project are required to provide their reason or state their purpose in using the equipment and indicate as "no project". In addition to that, all users have to provide their full user name as required under the A*FBS's Update User Profile section.

6.4 There could be some restrictions on the use of certain materials or processes that are not compatible with the operations of the tool. Users are therefore, advised to adhere to the prescribed protocol. If there is a need to suggest or change any process parameters, approval from the PIC should be sought before implementing.

6.5 Users are required to comply with the usage logging protocol when using the tools by recording machine usage in the log book placed near to the system. In the event of any malfunctioning or breakdown of the tool, users are advised to record the details in the log book and inform the PIC.

6.6 DSI shall not be held responsible for any delay in securing a booking or obtaining any expected results from the equipment.

6.7 Users who do not comply with proper protocols shall be given only one warning after



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which they could be barred for 3 months from using the facility, for any subsequent noncompliance.

7.0 Charging Rates

7.1 All Industry-related Projects shall be chargeable including projects that are joint collaborations between RIs and IHLs. All users/customers are charged either by "selfaccess users" or the "service /consultancy rendered" category.

7.2 A list of charging rates is computed based on equipment cost (depreciation), maintenance cost, operating cost, manpower cost, utilization/demand, complexity, importance to A*STAR research and management's endorsement.

7.3 Charging rates are subject to change without prior notice.

7.4 For details about equipment charging rates, please contact the Engineering Operations Manager or his representative. Contact details can be found at the Getting Started page.

8.0 Booking Cancellation

8.1 Booking cancellation shall be made at least two days in advance of the scheduled booking. Equipment PIC must be informed via email of any booking cancellation.

8.2 DSI reserves the right to reject or cancel any booking without valid reasons. Users on paid self-access arrangement shall be chargeable as per their booking hours.

8.3 Users who failed to utilize the equipment during the booked slot shall be considered a "NO SHOW". Users with three NO SHOWs shall be barred from booking/accessing the tools for 3 months.

8.4 NO SHOW cases shall be chargeable for those who are on paid self-access arrangement. Charges shall be based on the booking hours.

8.5 Reservation is strictly non-transferable. A user, who transfers "self-reserved" equipment slot to another user is considered as a "NO SHOW".

8.7 Punctuality shall be observed. If an instrument is not occupied in the first 30 minutes of any reserved session, it shall be open for access by other authorized users.

8.8 The last user for the day shall be responsible for switching off the equipment (if applicable) and lab lightings.

8.9 In an event any user faces equipment failure or unexpected downtime, the booked period is deemed as cancelled. No payment is required for paid self-access users.



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9.0 Confidentiality

9.1 DSI Engineering Operations personnel shall be allowed to use images or data generated from the access of the SnFPC facility as long as prior clearance and approval from users is sought.

9.2 Generic recipes or process know-how developed in the facility shall be made available to users. This is subject to prior approval by the PIC or other users.

10.0 Publication Acknowledgment

10.1 Publication authors who in their course of work have used a tool in DSI SnFPC facility in generating research results are encourage to acknowledge the facility or any staff who has contributed to the work. This is to provide an opportunity for the users to recognize the assistance rendered by SnFPC staff which may not warrant authorship.

11.0 Working Beyond Office Hours

11.1 Access to the Facility beyond regular office hours shall be subject to prior approval.

11.2 Approval shall be granted by EO Division Manager or his appointee.

11.3 The buddy system shall be observed strictly for those working in the labs/cleanrooms past office hours. There must be a minimum of two personnel working in the same equipment/lab at any given time.

11.4 No user shall be allowed to stay in the labs/cleanrooms past midnight.