Request for Bringing New Materials into the Cleanroom

Roger Robbins   6/25/2008
Cleanroom Safety Officer

Name_____   Date_____

Email Address _____   Phone_____

Supervisor_____ or Company _____

Supervisor Email Address _____   Phone_____

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Material_____
Common Name, Trade Name and CAS number

Chemical Ingredients_____

_____

Other New Support Materials Required _____
i.e. New Resist may require new Developer – list developer

_____

Vendor(s)_____
Address, phone number, website URL

_____

Reason for Request_____
Why do you need this non-standard material?

_____

Attach MSDS to this document

Detailed Process Flow Required: Attach to this document
Include CR tools that the sample or chemical will touch during the remainder of its process.

Amount and Form of Material Required_____
Volume or Mass and is it liquid, solid or powder?

Storage Requirement_____
What are its storage requirements, in-compatibilities, Fire Code? Is it base, solvent or acid?

_____

Waste Disposal_____
How will it or its by-products be disposed of after it is used?

_____

Instructions for filling out the New-Chemical Request Form

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Due to the complexity of hazards, interactions, storage, disposal and use compatibilities of chemicals in the clean room, any new chemical must first be approved by Cleanroom management before it can be introduced into the Cleanroom environment. The request form should be filled out and support documents gathered and turned in to the Cleanroom safety officer before the chemical is even purchased. This information will be studied by a managerial compatibility team to prevent unintentional contamination of tools that could jeopardize the production of working devices in the Cleanroom.

1. Supply your contact information in the first section. Include contact information for the person you work for also.
2. Material: Provide the common name for the material and include trade names.
3. Chemical ingredients: List the chemicals in the material by their chemical names and CAS numbers.
4. Other Support Materials Required: List any materials that must also be added to the clean room chemical supply to support the new process. Example: a new photoresist that needs a different type developer from the standard supply in the clean room.
5. Vendor(s): We will need the name, address, phone number, and web URL for the vendor of the new material.
6. Reason for Request: Why do you need this new material? Can the process be accomplished with standard Cleanroom materials? Why not? If there is a publication outlining the process using the new material, please include a copy with this form so we can include it in our thinking about approving this material.
7. Attach the MSDS: Attach a hard copy of the MSDS to this form, but please send email with an electronic copy attached to roger.robbins@utdallas.edu.
8. Detailed process Flow: List a detailed step by step process flow so we can determine how it is to be used in the clean room. Also list the clean room tools that will come into contact with this new material. This information is important to help us decide if there is any compatibility issues related to the use of this material.
9. Amount and Form: What is the volume required for its use? Do we keep a gallon, pint, or thimble size quantity in the chemical cabinets? And what form is the material in – solid, liquid, powder? Note that powder will draw considerable attention from the approval committee since it is next of kin to particle contaminants for the clean room integrity.
10. Storage: What environment does this material require for storage? i.e. does it need refrigeration? What type of material is it – acid, base, solvent, strong oxidant, etc.? What are the NFPA 704 fire code values and HMIS handling code values? These are sometimes contained in the MSDS sheets.
11. Waste Disposal: Define how the waste material generated by this new material is disposed of after use. Are there any hazardous chemicals generated during the storage and handling of this waste? i.e. does it degenerate or react into a hazardous material while waiting for disposal?