

- tldr;
1. Pick the week(s) & lab space(s) in <http://nanotime.mit.edu> **AND**
 2. Engage locker in CORAL when you are in the lab the first time that week
 3. Read the procedure below!

What is the logic here?

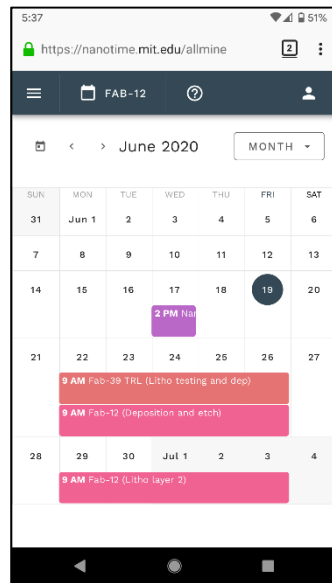
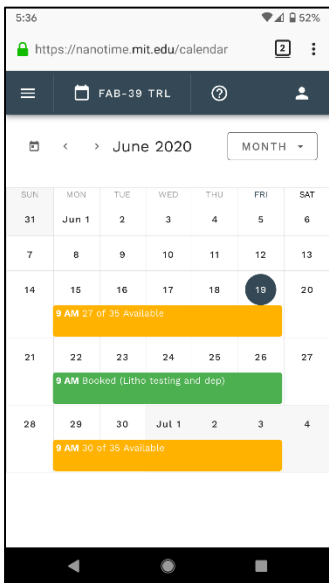
Users will **not share cleanroom gowns** (hood or suit). We want to avoid your gowns being frequently touched by other users or being stored in a confined space with other gowns. Thus, we will **space gowns apart** (Fab-12), and will **not share lockers** (Fab-39). We send garments out for laundry weekly (Monday morning), and disinfect the lockers in Fab-39 so that a new user can safely use it.

Our goal is to manage the capacity in the gowning areas (to avoid capacity limitations), keep track of locker states (ready for use / in use / needs cleaning), and avoid gowning shortages (from excessive single-use). Meeting these goals is strongly dependent on the help of our users to be both efficient and considerate. To help keep everyone safe and to ensure gowns are available, follow these steps for booking gowning area space and indicating locker usage.

Step 1 – Indicate which week(s) you will be in the lab: nanotime

In <http://nanotime.mit.edu> indicate which weeks you will use a specific lab (Fab-12, Fab-39 ICL, Fab-39 TRL, Fab-39 EML). This helps us manage and predict capacity of each gowning area. Be considerate, and don't reserve multiple weeks out when you have no clear plan for what you'll be doing. For each booking you make, you should be able to explain what your plan is in the lab. When you book an area, the optional "notes" field helps you keep track of your plans. You can also review your bookings across all lab spaces.

The system displays bookings for the entire week (M-F). Even if you're only in the lab on two or three days you'll reserve the full week, because lockers get disinfected Monday mornings. After a locker is used, it will be "spent" until the next Monday.



Left: Calendar view after I booked next week for Fab-39-TRL (green + my notes). *Right:* Under "All My Bookings", I can see that I have Fab-39-TRL and Fab-12 booked next week, and Fab-12 again the week after – with my notes on what to do in each space.

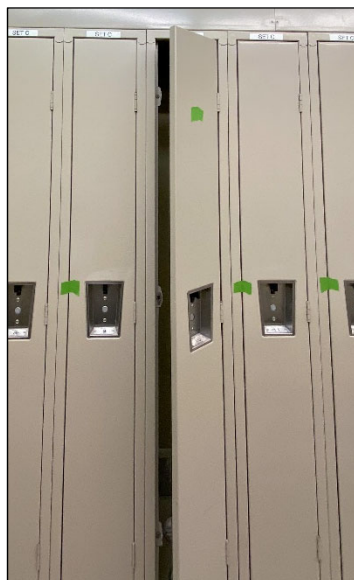
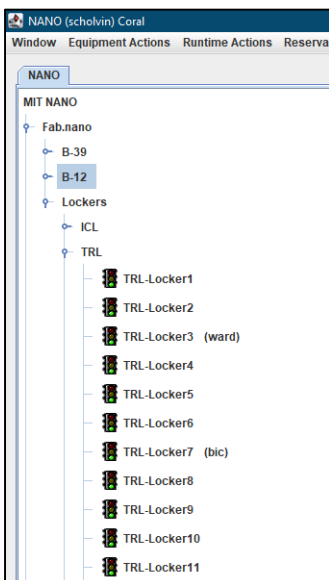
Step 2 – Actually going to the lab: CORAL lockers

The nanotime scheduler indicates that you're going into the lab for a specific week. When it's time to set foot into the lab, you will use CORAL to pick a specific locker or hanger. **The order of the steps below is important, to avoid problems or conflicts. We modified the procedure to avoid errors.**

1. Get your garments, gown up, and go inside the cleanroom.
2. Once inside (or inside Fab-12 gowning area), log into CORAL and find a *Locker* tool (under Fab.nano / Lockers / [Lab Area]) that is not engaged. In Fab-12 these are called “*hangers*” not “*lockers*”.
3. Engage that *Locker*. This is your locker **for the rest of the week**.
 - Do not engage a locker before entering the lab (no pre-emptive engaging!).
 - We will spot check for violations and/or when alerted by other users.
 - If you engage multiple lockers by accident, let us know so we can disengage the ones you don't need.
4. For TRL: If there are no *TRL-Locker** available anymore, please use one of the *TRL-Akrobin**. See details below.
5. When you are done in the lab, **remember or look up your locker number**.
6. De-gown and place your garments into the locker that has a **matching number with your engaged CORAL locker**.
 - In Fab-39, remove the green tape from the locker (it tells us that the locker was previously unused) and write your name on it. Please use the **same locker number** that **corresponds to the CORAL locker** you engaged.
 - In Fab-12, use the **number written on the hanger** that corresponds to the CORAL locker you engaged. Remove the blue tape above the hanger and write your name on it.
 - We will spot check names and proper labeling!
7. TRL Akrobin Procedure: In Fab-39 TRL, we have limited locker space. To help increase the capacity there, we added “Akrobins” to allow users store garments in plastic bags in September. Please use this approach when all the lockers in CORAL are taken. Here's how it works:
 - If all *TRL-Locker** tools are engaged in CORAL, you can engage one of the “*TRL-Akrobins*”
 - (Step 1) You put your bunnysuit and hood inside a ziplock bag
 - (Step 2) write your name on the bag, and
 - (Step 3) store it in any one of the plastic bins.
 - Please don't use the bins as garment hampers or trashbins... :-)
 - The purpose of using Akrobins last is so that bags are only needed towards the end of the week i.e. for shorter periods of time - which avoids having gowns fermenting inside a bag for a long time.
8. Make sure you engaged the matching number in CORAL, and make sure your hanger/locker is labeled with your name.

Important Reminders:

- Be nice to your fellow users.
- Don't overengage others in CORAL.
- If your locker gets overengaged or your nametag removed/replaced by someone, or someone else puts a suit into your locker, let us know immediately. See FAQ's below.



FAQ

How do I reserve a locker in CORAL?

You don't! Reservations to specific lab areas are done through nanotime.mit.edu. This should be easier than searching through 40+ locker tools in CORAL and making a reservation for each day, and it can be done from your phone or other devices. Use CORAL only to engage the lockers.

How do I disengage a locker?

You don't! Users engage the locker, then store their gown. The fab staff will disengage a locker only after the gown was pulled by staff and the locker was disinfected on Monday morning. This ensures that when you come to a locker, it was not used by someone else earlier in the day or the week.

Why does CORAL not work for tools?

Check if you have a locker engaged. If you have no locker engaged, you will be unable to run any tools in that area. Thus, if you go to Fab-39 TRL, and try to engage the coater and you get an error message, check that you have your Fab-39 TRL locker engaged.

What if...

- *I accidentally overengage someone?*
Let us know, so we can tell the previous user that their locker is still valid and that the user can overengage to claim it back
- *Someone overengaged me?*
Let us know. If we don't have any other information, you may need to use a different locker and gown. We will then follow up with the person who overengaged you, to understand why they did so.
- *There is no locker available even though I booked the week in nanotime?*
Let us know, so we can remind / better train those who didn't indicate in nanotime.
- *A concern other than the above?*
Let us know :-)

Who is "us"?

Any MIT.nano staff or mitnano-feedback@mit.edu