

Guidelines for EPACK Lab General Users (6 November, 2008)

- **The following guidelines for EPACK Lab general users are to be implemented starting from 13 Nov. 2008.**
- **These guidelines are intended for qualified general users other than EPACKLab staff.**
- **The guidelines may be updated from time to time with public notice in advance.**





EPACK Lab Working Hours



General Office Hours -----

- **Monday – Friday:** 9:00 a.m. – 5:30 p.m.
- **Lunch Hour:** 1:00 p.m. – 2:00 p.m.
- **Saturday & Sunday:** Closed
- **Holiday:** Closed

Pre-booked Evening Sessions -----

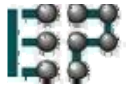
- **Monday – Thursday:** 5:30 p.m. – 11:30 p.m.
- **Evening sessions will not be offered on Fridays, weekends and holidays.**

Pre-booked Weekend/Holiday Sessions -----

- **Friday:** 5:30 p.m. – 11:30 p.m.
- **Weekend/Holiday:** 9:00 a.m. – 11:30 p.m.

*Note: 1. All users need to use the staff/student/access cards to sign in the lab.
2. Evening/Weekend/Holiday session users need to use the cards to sign out the lab.*



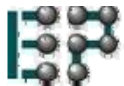


Qualification for Working in EPACK Lab



- **PG students and final year UG students of HKUST with research projects in the areas related to electronic packaging and assembly, and industrial consortium members of EPACK Lab may apply for the access to the facilities of EPACK Lab as general users.**
- **The applicants need to fill an application form with the endorsement of their supervisors and then get the approval from the EPACK Lab Director.**
- **For most facilities in EPACK Lab, proper training is required before the users can operate the machine.**
- **The qualification procedure for operating equipment includes**
 - **demonstration and training**
 - **practice under supervision**
 - **certification by the trainer**



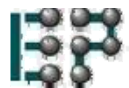


Booking of Equipment



- **Only qualified users are allowed to book and operate EPACK Lab equipment. The users should register their relevant projects with EPACK Lab first. Multiple project registrations from the same user are allowed.**
- **Check the availability of equipment in the booking table posted on the EPACK Lab website or the calendar posted on the bulletin board at the entrance of EPACK Lab.**
- **Book the machine on the EPACK Lab website or by email to epack@ust.hk. In addition to the time slot and the user name, the booking must include relevant project information.**
- **Email booking is required for long term reliability test equipment (thermal cycling chamber, humidity chamber, high temperature oven, HAST)**
- **Most equipment may be booked one month ahead.**
- **If the users do not show up in 15 minutes after the booked time, other qualified walk-in users may take over that time slot.**
- **All users should fill in operation information in the log book placed next to the equipment.**





Classification of EPACK Lab General Users



- **Green-belt ePackers**
 - All qualified UG students and other general users with less than one year of working experience in EPACK Lab.
 - Access time: general office hours of EPACK Lab.
- **Blue-belt ePackers** (*Names will be posted on EPACK Lab bulletin board*)
 - All qualified general users with more than one year but less than two years of working experience in EPACK Lab.
 - Access time: general office hours plus pre-booked evening sessions.
- **Black-belt ePackers** (*Names will be posted on EPACK Lab bulletin board*)
 - All qualified general users with more than two years of working experience in EPACK Lab.
 - Access time: general office hours plus pre-booked evening sessions and weekend/holiday sessions.

Note: The upgrade of ePackership is not by default in term of time. It will be subject to the review of EPACK Lab Manager and Director as well.





Special Rules for Working in Chemical Room



- All chemical room users must pass the chemical safety, hazardous waste management training offered by HSEO.
- All prepared solutions must be labeled with contents, time, and user name info. Labels are available in the chemical room.
- All solutions without proper labeling will be disposed by EPACK Lab staff immediately without notice.
- All plating work must be conducted in the fume hood.
- Only 2 plating stations are available.
- Booking of plating stations can be made only one week ahead.
- General users can book max. 6 time slots per week during the general office hours.
 - Time Slot A: 9:00 a.m. – 1:15 p.m. (last 15 min. for cleaning)
 - Time Slot B: 1:15 p.m. – 5:30 p.m. (last 15 min. for cleaning)
- Blue-belt ePackers may extend the plating to the pre-booked evening sessions. Black-belt ePackers may extend the plating to the pre-booked evening/weekend/holiday sessions.
- If a user does not follow the above rules closely, his/her access to the chemical room will be suspended for a period of time. For more severe cases, suspension may include EPACK Lab access.





EPACK Lab Contact Information



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