

The Micro Nano Characterization Facility (MNCF) is a multi-user facility serving the needs of students, staff, faculty, start-ups and industrial users. The MNCF houses many expensive pieces of sensitive equipment. It also uses high voltages, Lasers, many chemicals and compressed gases, all of which require responsible handling to avoid potential safety hazards

All users of the MNCF must adhere to the guidelines below. Details are on the MNCF website. Every possible scenario cannot be codified; users are expected to behave professionally and courteously, maintain discipline, uphold safety, and respect confidentiality.

### 1. Essential Documentation

All users must familiarize with the following essential documents, which are updated periodically, and it is the Users' responsibility to abreast of changes.

- a) MNCF Protocols and entry procedure
- b) Chemical Safety and Protocols
- c) Emergency Evacuation Procedure
- d) Equipment Rules and Regulations for each equipment they use.
- e) Equipment manuals, if you are an Independent User

### 2. User Responsibilities

- a) Users are personally responsible for using the facility responsibly and appropriately. When in doubt, consult the MNCF before proceeding.
- b) Users must only operate tools for which they have received training. Do not execute tasks on behalf of others without prior approval from MNCF.
- c) Equipment usage must be scheduled in advance using the Facility Online Manager (FOM).
- d) If equipment is found to be in a poor condition or accessories are missing, notify MNCF immediately.
- e) Never attempt repairs or unauthorized changes—Contact the equipment owner
- f) Leave the equipment in a clean and properly configured state after use. Logbook entry is mandatory.
- g) Report any safety issues or incidents

### 3. Safety & Health

New User orientation includes safety procedures. The Users commit to:

- a) Be personally responsible for safety. MNCF or CeNSE is not liable for injury, illness, or incident arising from any User's activity at MNCF.
- b) Operating tools in accordance with Standard Operating Procedures (SOPs), User Document (UD), and MNCF rules.

## User Agreement

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Indian Institute of Science, Bengaluru -560012



- c) Exercising 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 ₹5,00,000 per year through personal or group plans.
- f) Get medical advice before entering the facility, especially if you have a medical condition.

### 4. General rules

- The facility is provided 'as is' and MNCF does not guarantee any research outcome.
- Complete description of the materials and experiment/analysis to be carried out 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/in charge. Any expenses arising from the misuse of the facility by such a user will be billed to the concerned faculty member.

### 5. Accountability & Disciplinary Action

Non-compliance with MNCF protocols may result in penalty points and access restrictions, as outlined below.

- a) Users accumulating 100 penalty points will be barred from MNCF access and referred to the MNCF Committee for further action.
- b) MNCF management reserves the right to change or impose additional penalties at any 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 MNCF

### 6. Billing and Payments

MNCF is a paid facility. Usage bills for the previous month are issued by the 15th of every month.

- a) Supervisors must verify and return signed billing documents to the relevant authority.
- b) Failure to clear dues within 2 months will result in suspension of all accounts under the Supervisor.

### 7. Intellectual Property (IP)

- a) All device designs, process flows, tool recipes, metrology outputs, and project documents created by a user are the IP of the respective User.

- b) All device designs, process flows, tool recipes, metrology outputs, and project documents created by MNCF are the IP of MNCF. Users are allowed restricted access to the IP to execute their work in MNCF. However, the restricted access does not constitute a technology transfer or any type of license.
- c) All device designs, process flows, tool recipes, metrology outputs, and project documents created jointly by MNCF and Users are the joint IP of MNCF and the User.
- d) Any MNCF intellectual property, solely or jointly owned, can be licensed or transferred only through a separate agreement.
- a) The software platforms offered to users, such as Data Analysis software and tool firmware, are the IP of their respective owners. Their respective license agreements govern access to this software. Users accessing the software implicitly agree to comply with the terms of the agreement.

## 8. Confidentiality

MNCF 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. MNCF 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) MNCF 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, MNCF 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.

## 10. Acknowledgement of MNCF in Publications

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

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

### 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 MNCF.

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

The user commits to:

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

User's name:  
Designation:  
Department:  
Email ID:  
Phone No:  
User Signature:  
Date:

Supervisor's name:  
Department:  
Email ID:  
Debit code to be used for payment:  
Phone No:  
Supervisor's signature:  
Date

### 11. Annexure 1 – Violations and Penalty Points

The following table outlines violations of MNCF protocols and the corresponding penalty points. Accumulation of penalty points may result in the suspension of access, revocation of independent privileges, or referral to the MNCF Committee. This list is indicative and not exhaustive; any act deemed unsafe or irresponsible by the MNCF staff may attract penalties.

#### 11.1 Violations Attracting 15 Penalty Points

1. Non-compliance with MNCF entry protocols (wearing open-toed shoes, not wearing a shoe cover, including inappropriate attire like skirts, shorts etc)
2. Carrying prohibited personal items into the MNCF (e.g., bags, food, drinks, Earphones, Bluetooth devices).
3. Using equipment-connected PCs for personal work or internet browsing.
4. Using headphones during the experiments, playing games or watching movies inside MNCF
5. Using equipment without a reservation.
6. Not closing Process Requests within the prescribed timeline.
7. Failure to report equipment issues through the Facility Online Manager (FOM) system.
8. Failure to log on and log off in FOM
9. Failure to clean the workspace after your slot
10. Keeping his/her desiccators(s) inside MNCF for more than two days
11. Submitting of samples to the concerned FT(s)/SFT(s) for analysis by an independent user
12. Holding MNCF property for a period beyond what was allowed

#### 11.2 Violations Attracting 30 Penalty Points

1. Not following Standard Operating Procedures (SOPs) and User Documents (UDs) during equipment use may also result in the termination of independent user access.
2. Performing work on behalf of another user without prior written approval from MNCF staff.
3. Not reporting equipment malfunctions, injuries, or safety hazards immediately.
4. Cancelling more than 30% of slots in a month
5. Not showing up for a booked slot without prior intimation to the equipment owner
6. Dependent users booking slots using an independent user's id. Both will get 30 points each
7. users booking slots for other users -both will get 30 points each
8. Slot transferring and logon and logoff without using the slot.
9. Borrowing MNCF property without prior permission/approval.
10. Bringing any person inside MNCF without permission

#### 11.3 Violations Attracting 100 Penalty Points

1. Using equipment without proper training or authorisation.
2. Unauthorized removal or introduction of equipment, materials, or accessories from/to the MNCF premises.
3. Handling chemicals without proper Personal Protective Equipment (PPE)..
4. Tampering with biometric access systems or security cameras.
5. Improper use of equipment resulting in tool damage.
6. Bringing visitors into the MNCF without permission will result in immediate loss of access.
7. Improper use of equipment resulting in tool damage.
8. Carrying out work on behalf of others without obtaining permission

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9. Bringing others without permission or allowing other users to use the slot (will also lead to immediate loss of biometric access)

⚠ Note: Repeat violations of the exact nature will result in double the penalty points.

### Annexure 2 - IISc Safety Policy

Please access the latest version of the IISc safety policy at <https://olseh.iisc.ac.in/>