



# Request to Restart Research

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**1. Briefly outline proposed experiments/research that require on-campus access:**

I am the facility manager of the Centre for Flexible Electronics and Textiles (CFET). My role is to manage the facility, perform maintenance, train users and support the research of PIs across the UBC. For the phase 1, only users who are based in Brimacombe building will be allowed to use the CFET facility. For safety reasons, I will try to work off-campus as much as possible and minimize my presence in the Brimacombe building. I will only be in the building for maintenance of the equipment and whenever needed for checking on the users. I expect to be in the building about 50% of the working time (workdays 9 am-5 pm).

**2. Building name:** Brimacombe

**3. For each room occupied by the PI, indicate the room number, the total number of personnel who usually work in that space, the total number of personnel who need to access the room, and the maximum number who will work in the room at once. Note that UBC is aiming for 1/3 occupancy of spaces during Phase 1, and that there must be space for physical distancing.**

Room #	Total # of personnel (usual)	Total # of personnel who need access to the space	Max. # at one time during Phase 1
444	12	Probably 30, depending on the users	3
04	6	Probably 20, depending on the users	2

**4. Is your lab space shared? If yes, indicate how you will coordinate with adjacent labs or personnel.**  
This is a shared facility with users from multiple research groups across campus.

**5. Describe how you will ensure physical distancing within your lab.**

The tools are located at fixed locations in the labs. The presence of the users and the tolls that they would be using will be managed by myself. The users will be scheduled so that they would not be allowed to use any tool within a minimum distance of two meters from other users at the same time. The regulation will be discussed with the users and the information will be posted on the door of the labs.

**6. How will you schedule occupancy of your lab space?**

The users will be scheduled through myself so that they would not be allowed to use any tool within a minimum distance of two meters from other users at the same time. The regulation will be discussed with the users and the information will be posted on the door of the labs. The area that each user can stay and the tools that the user would be allowed to use is shown in the layout of the labs (Please see the layout of the labs at the end of this form).

**7. Outline plans to address working alone regulations.**

The doors of the labs are always locked and are equipped with card access system. Trained and qualified users can use their UBC card to access the CFET labs. There is no major hazardous materials in the labs. There are



chemicals and solvents in the chemical cabinets as well as N<sub>2</sub>, Ar, and O<sub>2</sub> in the lab. There are hazardous gas bottles installed inside the PECVD gas cabinet, but users do not need to open that gas cabinet. The PECVD machine will not be operational during the phase 1 period. The users are allowed to work only during the weekdays between 9 am to 5 pm. During the period that I am not in I will either ensure that two users (with minimum distance of 2 meters) are present in the lab or I will coordinate with one of the postdocs from FEEL (Dr. Servati's lab) or AFML (Dr. Ko's lab) or the floor warden to regularly check in. During this period their safe work condition may be checked by the. A copy of the CFET user guideline is enclosed.

**8. Identify high-contact points that need to be sanitized (doorknobs, fridge handles, switches, communal keyboards, etc.) and all multi-user instruments and equipment in your lab(s), their location, sanitization protocols.**

CFET users will be either graduate students or postdocs/research associates and they will be responsible for sanitization. Sanitization will be done with an ethanol-based solution in a squirt of spray bottle and paper towels. Each user will be required to sanitize the high-contact points before and after each session of use. I will instruct users on the process before they begin. There will be a checklist beside each equipment and every user will be asked to fill in at every use to ensure that surfaces are sanitized appropriately. I assume sanitizing materials will be provided by UBC/AMPEL. Sanitizing materials will be placed on the PPE cabinet. This regulation will be posted at the door.

**9. Are there any tasks where physical distancing cannot be maintained?**

No

**10. Is equipment in your lab space used by personnel from other labs?**

Yes. As previously explained the users will only be allowed to use tools with at least 2 meter distance from other users and the contact points and users shall sanitize the contact points at least once before and after each use to ensure the tool is clean for the next user.

**11. Will you need to access equipment located in other research labs, or your lab equipment housed in shared equipment rooms in your building?**

In addition to the common areas, I will need to access my office and sometimes to the High-head area and, shipping and receiving room and gas storage to deliver gas bottles.

**12. Will you need to access equipment or services in other buildings?**

Yes, I will access chemistry stores if needed to purchase supplies, gloves, sanitizing agent ..., if it is open.

**13. It is mandatory for Phase 1 that all research personnel have appropriate certified training. Are all personnel from your group accessing the lab certified?**

Yes. All users will be required to have Chemical Safety Course certificate. All users will also be required to fill out the Brimacombe access form and to certify that they have read the Brimacombe Safety Plan, the CFET plan, and the documents referenced from the Brimacombe Plan. They will also be required to take the UBC COVID-19 safety training when it is released. All users should apply for access to the building through their supervisors/departments.

**14. Explain below how you will prioritize research personnel in your group to access lab space. In the event that we have to significantly reduce the number of people permitted in labs, how will you decide who has access to the lab?**

The users and their work will be nominated by their supervisors. The users shall obtain permission to access the Brimacombe building (through their departments/AMPEL/QMI...) and provide me a copy of their access permission. I will prioritize their access based on the availability of the tools, urgency of their work (particularly those who are near graduation) and possibility of the safe usage of the tools.



## Request to Restart Research

I agree to abide by the rules I have described above during UBC's Phase 1 of research resumption. I acknowledge that failure to uphold the commitment confirmed here could result in the loss of research access privileges.

Signed: \_\_\_\_\_

Signed

Date: \_\_\_\_\_

14 June 2020

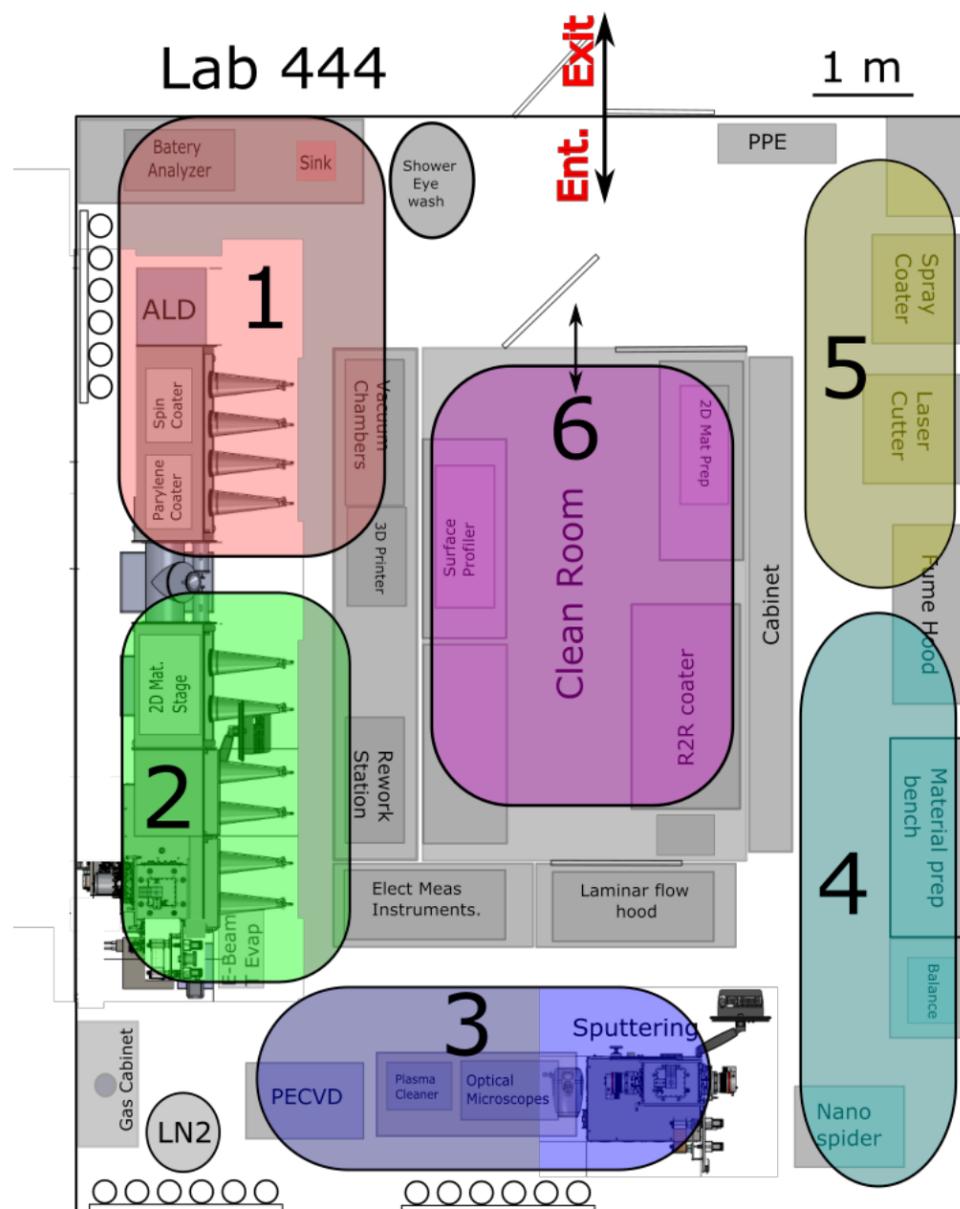


## Appendix

Lab layout and area that users are allowed to be present.

Building: Brimacombe

Address: 2355 East Mall, Lab 444



Only one user is allowed to be present at each time in each area.

1. Battery analyzer/ Electrochemical workstation, ALD, Parylene coater, right side of the glovebox, vacuum chamber, 3D printer
2. Left side of the glovebox, 2D materials preparation stage, PVD (E-beam, thermal evaporator)
3. PECVD, plasma cleaner, optical microscopes, sputtering
4. Nanospider, balance, materials preparation bench
5. Spray coater, laser cutter
6. Cleanroom area

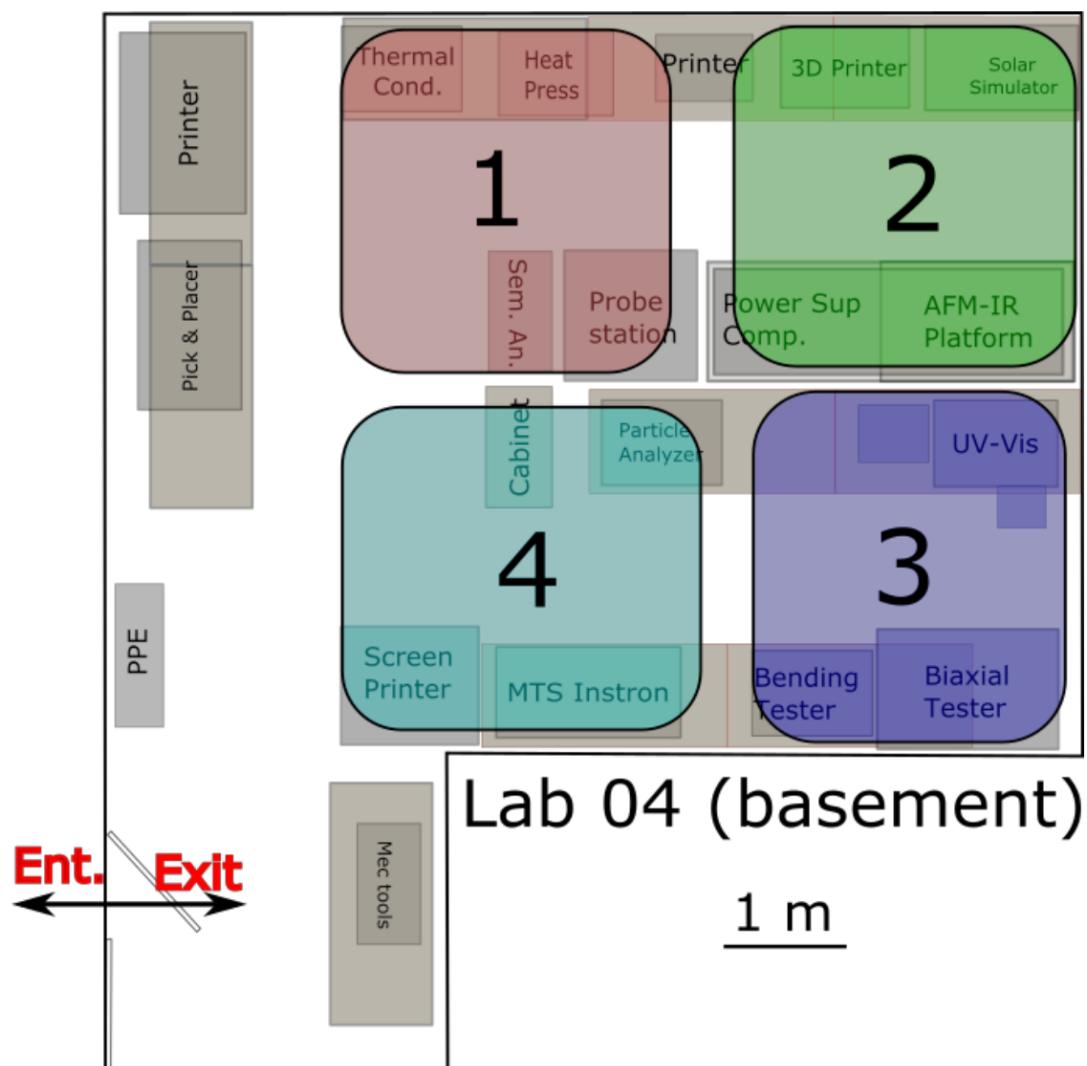


## Request to Restart Research

Lab layout and area that users are allowed to be present.

Building: Brimacombe

Address: 2355 East Mall, Lab 444



Only one user is allowed to be present at each time in each area.

1. Thermal conductivity, heat press, probe station
2. 3D printer, solar simulator, AFM
3. UV-Visible, biaxial tester, bending tester
4. Screen printer, particle analyzer, MTS Instron

# CFET guideline for re-opening (Phase 1)

**During the COVID-19 situation, all CFET users are required to follow the following CFET guideline to reduce the risk of acquiring and spreading the virus in the facility.**

- a. Hands-on or one-on-one/group training will not be available. Only trained and qualified users are allowed to access the facility.
- b. All users must have Chemical Safety Course certificate. All users are required to fill out the Brimacombe Access Form and to certify that they have read the Brimacombe Safety Plan, the CFET plan and guideline, and the documents referenced from the Brimacombe Plan. They also must take the UBC COVID-19 safety training when it is released.
- c. The facility is operating on an appointment-only basis to restrict the number of people in the labs at one time to 3 in the lab 444 and 2 in the Lab 04.
- d. All the work has to be performed during the business hours 9 am to 5 pm Monday to Friday. The work should be finished by 5 pm and no work is permitted on weekends and statutory holidays.
- e. Every appointment will be coordinated through the facility manager. Users shall obtain access permission to the Brimacombe building through their supervisors/department... Users need to submit "CFET Booking Request Form" along with a copy of their building access permission to the facility manager (saeid.soltanian@ubc.ca) to schedule their work. Users will receive a scheduled confirmation. Prioritization will be given to users with COVID-related research and those who are working on time-sensitive projects such as students close to degree completion, grant deadlines...Online Booking should not be used during the phase 1 process.
- f. Protective measures must be used all the time in the facility.
  - Bring your own pen/pencil to sign the user sign-in/sign-out sheet and user Log Books, sanitizing checklist...
  - Bring your lab coat (mandatory), safety glass (mandatory), and mask (encouraged).
- g. To access labs, walk in the directions marked in the hallway. There will be one-way traffic in the hallway, follow the sign. There is no sign for direction of travel in the labs and verbal communications between users is required if one user needs to pass another to obtain access (e.g. if one user wants to use the back of the lab, while two others in the path). The person wanting to get in and out should wait for the other user to move out of the way, and should patiently wait for a convenient time.
- h. The elevator has the maximum capacity of 2 people.

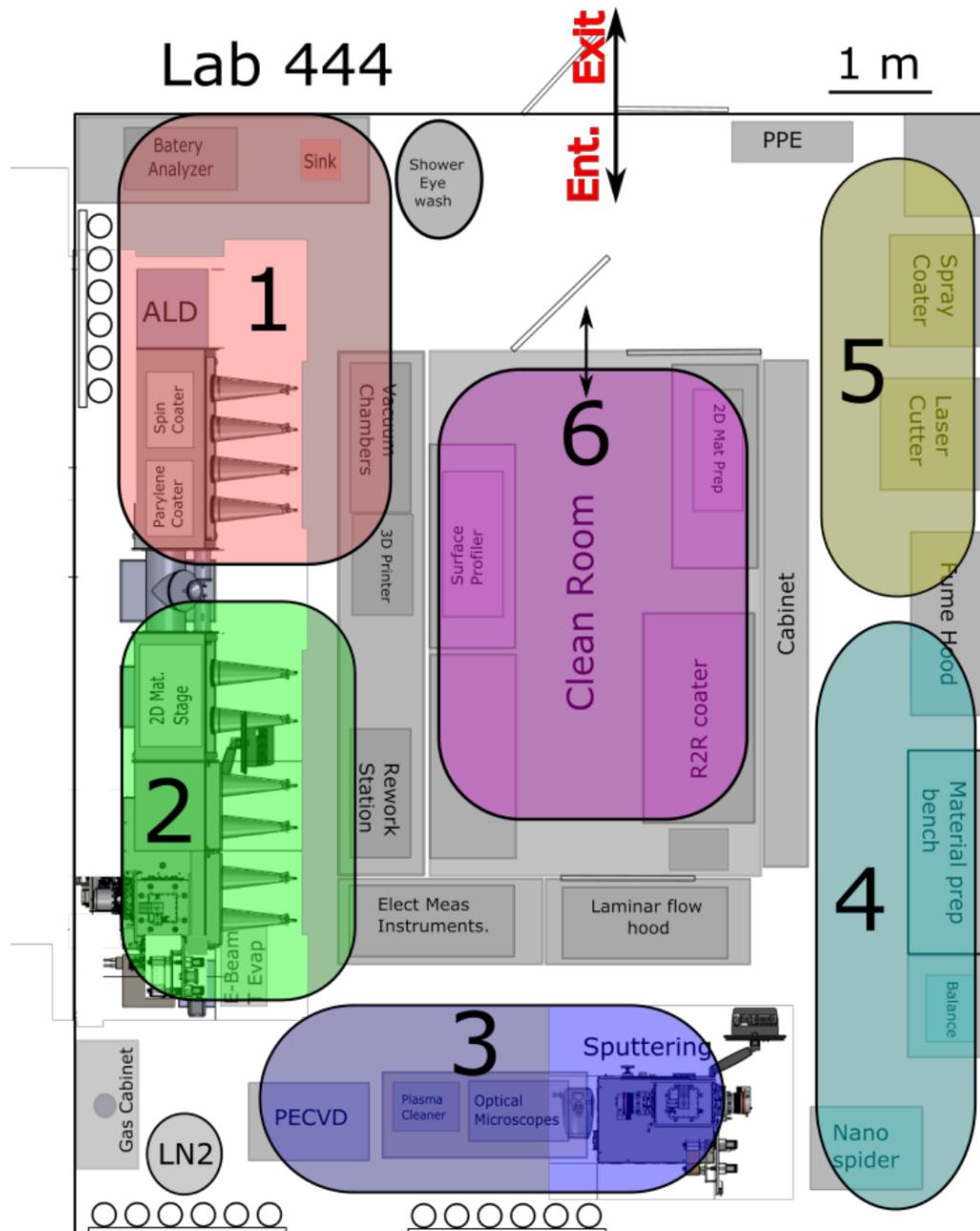
- i. All personnel shall sign in when entering the lab, and sign out when they leave. “User sign-in/sign-out sheet” will be posted at the entrance and exit doors of each lab.
- j. Always maintain a minimum distance of two meters to the next person.
- k. Only one person per each color-assigned area (see the layout of the labs) in the lab is permitted. Maximum of 3 people are permitted in area and one in the cleanroom area of the lab 444, as long as physical distancing is maintained. Maximum of 2 people are permitted in the lab 04, as long as physical distancing is maintained.
- l. Each user is required to sanitize the high-contact points (such as keyboard, mouse, operation knobs, eye pieces, desk, chair...) before and after each session of use. There will be a checklist beside each equipment and every users must fill it at every use to ensure that surfaces are sanitized appropriately. Sanitizing materials will be placed on the PPE cabinet.

**Note: Any concerns or unsafe situations should be reported to CFET facility manager Saeid Soltanian ([saeid.soltanian@ubc.ca](mailto:saeid.soltanian@ubc.ca)) and the building manager Gary Lockhart ([Gary.Lockhart@ubc.ca](mailto:Gary.Lockhart@ubc.ca)).**

## Layout of Lab 444 and areas that users are allowed to be present

Building: Brimacombe

Address: 2355 East Mall, Lab 444; Maximum capacity 3 people



Only one user is allowed to be present at each time in each area.

1. Battery analyzer/ Electrochemical workstation, ALD, Parylene coater, right side of the glovebox, vacuum chamber, 3D printer

2. Left side of the glovebox, 2D materials preparation stage, PVD (E-beam, thermal evaporator)

3. PECVD, plasma cleaner, optical microscopes, sputtering

4. Nanospider, balance, materials preparation bench

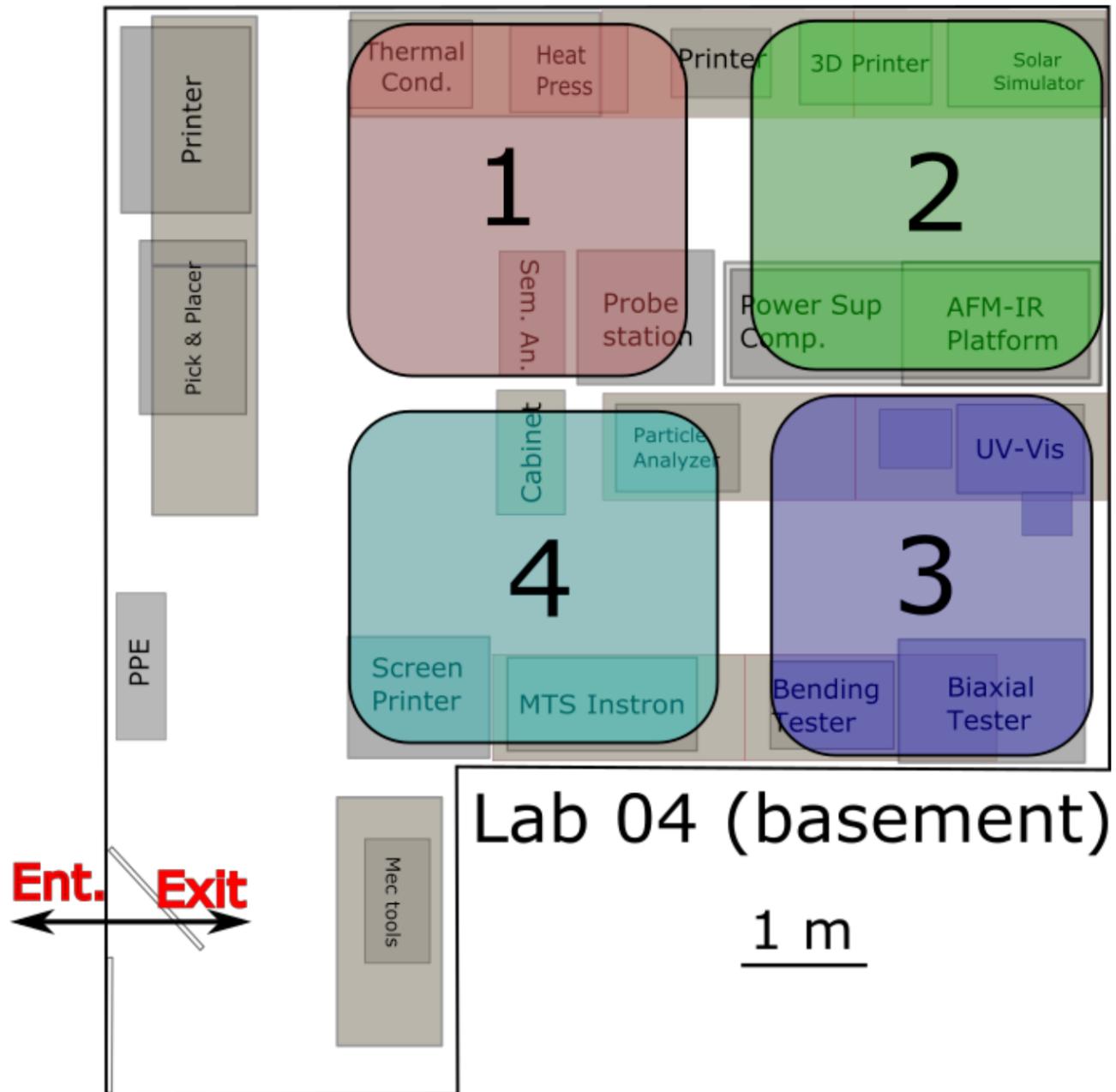
5. Spray coater, laser cutter

6. Cleanroom area

## Layout of Lab 04 and area that users are allowed to be present

Building: Brimacombe

Address: 2355 East Mall, Lab 444; Maximum capacity 2 people



Only one user is allowed to be present at each time in each area.

1. Thermal conductivity, heat press, probe station

2. 3D printer, solar simulator, AFM

3. UV-Visible, biaxial tester, bending tester

4. Screen printer, particle analyzer, MTS Instron