

Frequently Asked Questions on Microlab Training

Q: How do I find someone to train me on a piece of equipment?

A: Write an email to the machine name (e.g. To: ptherm@silicon.eecs.berkeley.edu), and ask for training help. Members who are qualified on that tool will receive the mail, and those who want to train can write back directly. Alternately you can email individual members who are qualified on the desired piece of equipment.

Q: How do I find out who is qualified on which pieces of equipment?

A: On the Microlab website, look under "Qualification" and "Qualified Users List" for the list of Microlab equipment. Click on the equipment name to see the list of qualified users on that equipment. Select someone to train you who did not yet satisfied her/his training requirement, indicated by a check mark.

Q: Do qualified users have to train others?

A: The Microlab has a policy in which student users train their peers on at least one piece of equipment per year.

Q: How often do I have to provide training?

A: Every year, every Microlab member must train one person on any one piece of equipment.

Q: How do I get credit for training someone on equipment?

A: The person who you train writes it on their qualification form. This is recorded at the time the qualification is entered, after which "training" will appear on your q-list.

Q: What happens if I train multiple people during a year?

A: Great! Every time you train a new person, you get credit for one year from the most recent training date. The latest date is shown on the q-list.

Q: Do I have to train someone for each piece of equipment on which I am qualified?

A: No; just train one person every year on any one piece of equipment for which you are qualified.

Q: How do I find out if my training requirement has been fulfilled?

A: On the Microlab website, under "Qualified Users List", search for a piece of equipment called "training". If your name appears there, then you have fulfilled your training obligation for a year from the date listed.

Q: By when do I need to train somebody?

A: As a new member, you have one year to train another member. For continuing student members, check the "Qualified Users List". Look under "training" for your name, and you will see the deadline, a year from the listed date.

Q: I emailed the machine name to request training, and nobody responded. What should I do?

A: To increase your chance of receiving training, select someone who has not yet fulfilled his or her training obligation for the year, indicated by a check mark next to her/his name.

Q: What happens if I do not train another Microlab member on a piece of equipment on which I am qualified once per year?

A: You will receive a notification that you need to train someone or your account will be suspended in a month.

Q: How do I remain in good standing in the Microlab?

A: Follow Microlab policy and procedures; participate in the Microlab Cleanfests; and help to train other lab members.

Q: How do I keep my qualifications from expiring?

A: Every six months, Microlab members must enable each piece of equipment on which they are qualified. In addition, members must train at least one person per year on any one piece of equipment.

Q: How do I know when I need to enable equipment every 6 months?

A: Microlab members are notified by email when their qualifications are about to expire.

Q: What happens if I forget to enable equipment in a 6-month time period?

A: You lose access privileges on that piece of equipment. You must re-qualify to regain access.

Q: Can access privileges be revoked or denied?

A: Yes; misuse of equipment and failure to follow procedures can result in loss of access privileges. If you witness such behavior, notify Microlab staff.