Sputter Orion: Target change policy, request form, response sheet

How to place request for targets in Orion:

1) There is a online request form which users have to fill:
   https://docs.google.com/forms/
2) Users can send ONLY ONE request per week.
3) Users should not send multiple requests for same targets till those are loaded.
4) Mentors of INUP students should fill the form (not INUP students themselves)

Violation:

Any violation of target-requesting policy is punishable offence and will be called for DAC.

Policy for selecting targets:

There are multiple factors (equally important) based on which targets will be selected

Preferences will be given on basis of:

1) Date of request
2) Similar no. of requests
3) Targets which can be deposited ONLY in Orion.
4) If stacks are there with more than two materials.
5) If thickness of depositing material is critically low (<10nm).
6) Some targets will be loaded most of the times since those are heavily used:
   - i. Sticking layer (Ti/Cr/ Ta)
   - ii. Precious metals (Au, Pt)
   - iii. One magnetic material (Ni, Co, CoFeB..) (Gun-2 is dedicated for it. It requires ferromagnetic conversion kit. In that gun other metals cannot be deposited)
7) Typically targets will be loaded inside the chamber for one week if system works fine. (There could be relaxation based on urgent cases).
8) All such requests with less no. of runs (2-3) will be clubbed together and loaded. When those processes will be over targets can be changed.
9) Same student's request cannot be put in consecutive weeks.
10) Similar kind of requests from same group cannot be entertained.
11) Too many urgent and special requests from same person/ same group will not be entertained.

Others:

1) If system's heath is good multiple students can be given authorization otherwise authorized users will be limited to 1 or 2 per group based on system's condition.
2) Selected targets will be informed one or two days prior to the target change. If user doesn't require that target anymore he/she has to inform SO before selected target change. Otherwise it will count as violation of policy.
3) In case of user specific targets, either the owner should do the deposition process or he/she should share the recipe with the operator.
4) While loading and unloading user specific targets, the owner should be present at the sight or he/she may send someone from his/group