1.0 SCOPE
This document establishes the procedures preparing photoresist from bulk bottles to smaller bottles for storage and distribution to drop bottles for individual users.

Caution: Do not use photoresist from bulk bottle directly because the photoresist will likely be contaminated.

2.0 APPLICABLE DOCUMENTS
MSDS for photoresist and corresponding photoresist developers.

3.0 MATERIALS AND EQUIPMENT
Materials:
1. New photoresist in unopened bulk bottles
2. Small Qorpak bottles of one-liter (at least 4)
3. Small Qorpak drop bottles
4. Fume hood
5. Alcohol/solvents (acetone, methanol, isopropanol)
6. Access to DI water
7. Access to dry Nitrogen gun

4.0 GENERAL
Note: Follow all safety procedures for handling, pouring, and disposing of chemicals.

5.0 PROCESS PREPARATION
1. Keep or make everything as clean as possible.
2. Rinse the 1-liter Qorpak bottles and drop bottles with first acetone and pour out the acetone.
3. Rinse the bottles with methanol next and pour out the methanol.
4. Rinse the bottles with isopropanol next and pour out the isopropanol.
5. Blow the bottles dry with a nitrogen gun. Make sure they are completely dry.

Note: Follow all safety procedures for handling, pouring, and disposing of chemicals.
6.0 PROCEDURE

Decanting Photoresist from the Bulk Bottles:

1. Open the bulk bottle in the flow hood and only before it is ready to be poured. (NOTE: if the resist was refrigerated, you must wait for at least 3 hours for it to come to room temperature before you open it because the moisture in the clean room air can condense inside the cold bottle and spoil the photoresist)

2. If there is any crust of dried resist, use a fresh cleanroom wipe with alcohol and carefully wipe away the particles. Use caution to not let any of the crust or alcohol contaminate the bulk.

3. Put one of the cleaned Qorpak bottles (1-liter size) in the hood.

4. Place a crystallization dish or cleanroom wipes under the bottle to collect any potential spill.

5. Make a clean pour from the bulk bottle to the Qorpak bottle until it is filled. DO NOT USE A FUNNEL.

6. If any resist gets on the rim of the small bottle, wipe it clean with a cleanroom wipe with alcohol to avoid crust formation.

7. Blow some nitrogen into the small bottle with the nitrogen gun to displace the more humid cleanroom air.

8. Close the bottle securely.

9. Repeat Step 3 to 8 until the bulk bottle is empty.

10. Label the small bottles.

11. Keep one of the small bottles out in the cleanroom environment and the rest in a refrigerator.

12. Dispose the empty bulk bottle properly following the disposal protocol.

Note: Follow all safety procedures for handling, pouring, and disposing of chemicals. Pour the photoresist in a fume hood only.

Distributing Photoresist to Drop Bottles:

1. Open the small bottle that has been sitting in the ambient cleanroom environment in the flow hood and only before it is ready to be poured. If the bottle does not have enough photoresist left or is empty, please inform the staff and get a new small bottle from the refrigerator. (NOTE: if the photoresist was refrigerated, you must wait for at least 3 hours for it to come to room temperature before you open it because the moisture in the clean room air can condense inside the cold bottle and spoil the photoresist)

2. If there is any crust of dried photoresist, use a fresh cleanroom wipe with alcohol and carefully wipe away the particles. Use caution to not let any of the crust or alcohol contaminate the bulk.

3. Put one of the cleaned Qorpak drop bottles in the hood. (NOTE: Follow the instruction in Process Preparation section to clean the drop bottles)
4. Place a crystallization dish or cleanroom wipes under the drop bottle to collect any potential spill.

5. Make a clean pour from the small bottle to the drop bottle until the desired amount is reached. DO NOT USE A FUNNEL.

6. If any resist gets on the rim of the drop bottle, wipe it clean with a cleanroom wipe with alcohol to avoid crust formation.

7. Close the drop bottle securely.

8. If any resist gets on the rim or side of the small bottle, wipe it clean with a cleanroom wipe with alcohol to avoid crust formation.

9. Blow some nitrogen into the small bottle with the nitrogen gun to displace the more humid cleanroom air.

10. Close the small bottle securely.

11. Label the drop bottle properly.

12. If the small bottle is empty, dispose it properly following the disposal protocol.

Note: Follow all safety procedures for handling, pouring, and disposing of chemicals. Pour the photoresist in a fume hood only.