Remote Buddy SOP

This SOP applies only to 24-hr Users who have been qualified for a Buddy Card (to be referred to as **RB-24**).

Processor:

1- Find Remote Buddy. Clearly communicate your plans, expected duration, which lab you are going to use, etc.
2- Get Buddy's Buddy-Card in person
3- Exchange cell phone numbers
4- Go to the lab (Buddy will stay in the office) and swipe both ID cards (your own & the Buddy Card)
5- At least every 60 minutes, & at the beginning of new process step, e-mail* the Remote Buddy.
   a. If Buddy fails to acknowledge your emails (in a reasonable time), stop processing and contact Buddy by phone
   b. If Buddy cannot be contacted, secure your process & leave the fab
6- When finish processing, return Buddy-Card to Buddy in person
7- E-mail the check-in email* chain to labstaff@mtl.mit.edu
   a. Note or comment on any unusual scenarios (e.g. you lost contact with the Buddy and Buddy entered lab, etc).

   * Note: Other communication methods (eg, gchat) are valid as long as they fully document the exchanges & can be **e-mailed** at the end to labstaff@mtl.mit.edu) (see Step 7 below)

Remote Buddy:

1- Keep Processor cell phone number handy
2- You must stay in Bldgs 39; 36, 37, 38; 24, 26, 31 or 13
3- As soon as you hand over your Buddy Card, send a "Remote-Buddy-Engage" e–mail to labstaff@mtl.mit.edu providing the name of the Processor & stating the **office phone & room number where you are & Processor expects you to be** [this facilitates spot checking of your required presence in the office].
4- Acknowledge e-mail check-ins from Processor as soon as received
5- If Processor doesn't check-in within every 60 minutes, call cell phone, use lab pager or physically locate Processor by entering the lab
6- A Remote Buddy can serve Processors in different fabs, as long as each one receives a Buddy Card & is identified in a "Remote-Buddy-Start" e–mail.

NOTE:
EML-only users, even if qualified for remote 24-hr access) can only be a Remote Buddy to Processors **in EML** (since their IDcards don't access ICL or TRL).