Clean Room Rules

Dress

1. Shorts and open-toed shoes are prohibited.
2. Food and drinks are prohibited.
3. Clean room garb, including head cover and boots, safety eyewear and nitrile gloves must be worn at all times. If your garb is worn, torn, or damaged, you must replace it.
4. Your user number, user name and PI name should be written on the back of your cleanroom garb in large, legible print.

Chemicals

1. All chemicals must be clearly labeled with User ID, User name, Chemical Name, Time and Date. See the labeling requirements in the clean room training document.
2. Do not leave chemicals unattended for longer than 15 minutes.
3. All beakers, glassware must be labeled. See labeling requirements above.
4. You may not leave any chemical for processing longer than 24 hours.
5. Do not leave chemicals under the hood or on the floor. Store chemicals properly in their designated cabinets.
6. You must report all chemicals that you bring into the clean room to clean room Staff. All of your chemicals must be labeled with User ID, User name, Chemical Name, PI name. All of your chemicals must be logged in the chemical log book.
7. All waste containers will be labeled with a red “HAZARDOUS WASTE” label.
8. Dispose all chemical waste into the correct designated chemical waste container marked as Hazardous waste. Pay close attention to which container you use.
9. Never dispose any waste in the sink.
10. Do not overfill waste bottles.
11. Clean your glassware and containers after use and store them in the proper place.
12. If you empty a chemical bottle, rinse the bottle with DI water 5 times, label it as “empty,” and leave it in the trash that is labeled “Empty Bottles.”
13. Do not leave bottles or containers in the fume hood, on the floor, or on the tables.
14. Turn off hot plates after finishing work.
15. Wear acid resistant, neoprene gloves, a full face shield, and an acid apron when using acids.

Users must log all usage of the clean room

1. Sign in and sign out of the cleanroom each time you enter and leave the facility.
2. Log use of all equipment in the cleanroom in that instrument’s log book.

Maintain the cleanliness of the clean room

1. Dispose sharps such as glass slides and Si wafers in the Sharps container.
2. Photoresist waste (aluminum foil, pipets) must be disposed in the photoresist waste container.
3. Do not stick tape on the bench tops, work benches, or on the instruments.
4. If you spill photoresist waste on the floor, clean it immediately.
5. Dispose paper waste and used aluminum foil in the trash can.
6. Clean the fume hood and the flow bench after finishing your work.
7. Do not spray or spill chemicals and DI water on the fume hood or flow bench work spaces.
8. Clean the spinner and replace aluminum foil after finishing your work.
General

1. This facility is a shared resource. You are expected to conduct yourself in a manner that supports this mode of operation. Persons who interfere with the work of others, or who put the safety of others at risk will not be allowed to use this facility.
2. You are expected to conduct yourself in a professional manner, observing the safety and operational rules, policies, and guidelines at all times.

Cleanroom policy-Acknowledgement

Name___________________________________________________User Number_____________

PI Name___________________________________________User Phone #___________________

Department/Institution/Organization__________________________________________________

Rank: Undergrad/Grad/ Post Doc/ Other:___________________ User Net ID_______________

User Email___________________________________________

By signing this document, I certify that I have reviewed the clean room training and clean room rules documents and will abide by all of the rules, policies, protocols, and procedures, contained in the documents. The MRL Cleanroom Facility reserves the rights to change, add, delete, alter, or amend the policies regarding use of the MRL Cleanroom at any time. User, by signing this form, agrees to follow the guidelines provided in these documents and understands that failure to comply with any of the policies and regulations can lead to suspension and/or expulsion from this facility.

Signature_______________________________________________________________

Description of Training                                   Date

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General Laboratory Safety Training

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Chemical Waste Requirement Training

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Cleanroom Training

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ACID Training

__________________________
HF/BOE Training

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Piranha Training