

CLEAN ROOM RULES

The following describes proper cleanroom policies that users must follow at all times. Failure to do so is a violation, and the penalty for the violation is also listed below.

Violation, Penalty and Proper Cleanroom Policy

1 Unlawful use of any cleanroom equipment without being an authorized user for the equipment.

Penalty: Suspension from the cleanroom for three weeks.

- Training sessions are held monthly. If you want to use equipment, for which no formal training class is offered, contact ARL Staff, and they can direct you to an experienced user.

- Once trained by an experienced user on the equipment, you should then schedule a time with your trainer to obtain a check-off. You can schedule a check-off only after a minimum of one week from the training. Doing so gives you time to get ready for check-off. Also, if you have other group members who are currently authorized to use that particular equipment, you can operate the machine under the constant supervision of the group member.

- When you are ready for a check-off, and the trainer is available, the trainer and trainee must meet up for a check-off session. The trainee must demonstrate his/her ability to use the equipment without any external assistance. If the trainer deems that the user is capable of using the system without causing any damage, he/she will grant access to the user, thereby making him/her an authorized user for the equipment. From this point on, the user can use the equipment without supervision. In cases where the trainer decides against granting access to the user, the trainer/trainee needs to schedule another check-off session.

2 Granting access to an unauthorized user to use equipment.

Penalty: Suspension from the cleanroom for three weeks.

- No user can grant access to an unauthorized user to use equipment without his/her constant supervision. The authorized user must be present the entire time the other user wants to use that equipment.

- Authorized users are allowed to train other users on the equipment. They are responsible for any damage to the equipment caused by the other user, as it will be regarded as an act of negligence of the authorized user.

3 Using equipment with someone else's name without being an authorized user and/or not under supervision.

Penalty: Suspension from the cleanroom for three weeks.

- A user is not allowed to use equipment without being an authorized user for the equipment (see Violation 1). He/She can only use the equipment under the full supervision of an authorized user (see Violation 2).

4 Allowing an authorized/unauthorized user to run equipment under your name (i.e. using your buzz card), but without supervision.

Penalty: Suspension from the cleanroom for three weeks.

- No user can grant access to another user, authorized or unauthorized, to use equipment without his/her constant supervision. The authorized user who access to the equipment must be present at the equipment the entire time the other user wants to use that equipment.

5 Using equipment when it is undergoing maintenance and is marked not to be used or "Machine Down".

Penalty: Suspension from the cleanroom for three weeks.

- Under no circumstances is a user allowed to perform any maintenance on any equipment. Any abnormalities while using the equipment must promptly be reported to the ARL Staff.

- When a machine is undergoing maintenance/repairs, users must be cooperative and patient. No user is allowed to use equipment in a non-workable state, or when it is undergoing routine maintenance.

6 Failure to log in the logbook

Penalty:

One-week suspension from the cleanroom.

- All authorized users must fill in the logbooks for the equipments that is using

7 Leaving chemicals without proper documentation in Chemical Safety Warning Sheets.

Penalty: One-week suspension from cleanroom.

- All chemicals left unattended must be properly documented by the use of these chemical warning forms. This includes everything, including water, which is left unsupervised at the fume-hood, hotplate, or any other location for any period of time.

8 Not wearing proper safety equipment at the fume-hood.

Penalty: First Offense: Reminder to put on proper safety equipment.

Second Offense: 3 days suspension warning. Third Offense: Oneweek suspension from the cleanroom. Fourth Offense: One-month suspension from cleanroom.

Subsequent Offense: One semester suspension from cleanroom.

- Safety equipment must always be used when handling chemicals at the fume-hood, or any other situation where you face the risk of injury.

- Normal cleanroom garment consists of a gown, hood, shoe covers, booties, mask, gloves, safety glasses and a bouffant cap (optional).

- In addition, when dealing with chemicals, a faceshield and an apron must be worn at the fumehood.

- When handling acids, acid gloves should also be worn.

9 Unauthorized entry into the cleanroom following another user. **Penalty:** Suspension

from the cleanroom for three weeks.

- Each user should swipe his/her own buzz card to enter the cleanroom level, and get in the gowning area. No one should follow another user into the cleanroom. This is to prevent the entrance of unauthorized users into the cleanroom.

10 Allowing a user to enter the cleanroom behind you when he/she has not swiped his/her buzz card.

Penalty: Suspension from the cleanroom for three weeks.

- Be careful that no one follows you into the cleanroom without swiping his/her own card. Each user should swipe his/her buzz card to enter the cleanroom level, and get in the gowning area. No one should follow another user into the cleanroom. This is to prevent the entrance of unauthorized users into the clean room.

11 Leaving your boxes unattended.

Penalty: First Offense: Verbal warning. Second Offense: 1-day suspension. Subsequent Offense: One-week suspension from cleanroom.

- When a user leaves the cleanroom at the end of the session, his/her totebox and bottles must be put away at the proper place. The box should be put back in the right order in the cleanroom storage area. The chemical bottles should be returned to the appropriate cabinets.

- This does not apply if the user has to leave the cleanroom for less than 10 minutes, for example, a restroom break.

12 Damage to equipment.

Penalty: The charges that the individual responsible for the damage will incur will be determined on a case-by-case basis.

- Repairs of machine are the monetary responsibility of the individual if the machine broke down due to the user's obvious negligence.

- The charges that the individual responsible for the damage will incur will be determined on a case by case basis.

13 Not following proper gowning and degowning procedures.

Penalty: First Offense: Warning Second Offense: One-week suspension from the cleanroom each time.

- Normal cleanroom garment consists of a gown, hood, shoe covers, booties, gloves, safety glasses, mask, and a bouffant cap (optional).

- You should not put your feet (with/without shoe covers/booties) on the bench in the gowning room at any time while gowning/degowning.

- **NOTE: Safety glasses are mandatory.**

14 Removing supplies and/or equipment from cleanroom.

Penalty: Suspension from the cleanroom for three weeks.

- All the supplies of the cleanroom, such as the solvent squirt bottles, hotplates are for use only within the cleanroom. These supplies and equipment are exclusive for cleanroom-related research.
- Nothing should be removed from the cleanroom and taken for use in any other lab or department. The lack of supplies and equipment hinders other users from making progress in their research.

15 Changing the equipment settings.

Penalty: Suspension from the cleanroom for three weeks.

- The computers attached to any equipment are exclusively for equipment usage. It is only to be used for equipment applications. No one should use Internet or any other applications while using these systems.
- No additional software should be installed in any equipment as this violates equipment warranty.
- No one should modify any software settings in any system as this often leads to equipment malfunctions.

16 Not leaving the cleanroom during emergency.

Penalty: Suspension from the cleanroom for three weeks.

- During emergency, the emergency lights and/or siren will go on. The lights are located in visible places throughout the cleanroom. In such a situation, every user must immediately leave the cleanroom.
- Users should not take time to de-gown. They should leave the cleanroom while still wearing their cleanroom garments.
- Users must exit the building through the nearest emergency exit in an orderly manner.

17 Missing an equipment training reservation. **Penalty:** Misses the next reservation possibility.

18 Missing required lab meetings and trainings.

Penalty: Suspension from the Cleanroom until the next meetings and training sessions.

19 Long term continuous use of equipment without regard to others. Typical equipment use is limited to 4 hours of continuous use when others are waiting to use the same equipment. In case of absolute necessity, longer periods may be assigned by the lab staff upon request. Such periods are announced to all users at least one day prior to use.

Penalty: Failure to comply with this rule is suspension from the clean room for a week