

# Cleanroom Safety and Etiquette 2019

## Safety

1. Location of the SDS (Safety Data Sheets) and chemical hygiene plan.
2. Location of safety shower, eye wash, first aid kits, and emergency exits.
3. Safety glasses, closed toe shoes, and long pants are required.
4. Standard operating hours are 7 am to 7 pm, Monday through Friday. Buddy system must be observed outside standard operating hours and during University observed holidays or closures.
5. In the event of a fire alarm, exit clean room through closest emergency exit and ungown outside.
6. In the event of a chemical gas alarm (check alarm panel in gowning room/leave the building, and contact staff ASAP.
7. Chemical handling requires additional training:
  - a. Wearing appropriate protective gear (do not assume, ask the staff if uncertain).
  - b. Proper container usage, chemical disposal, and container rinsing.
  - c. Proper labeling of any containers (Name, Date, Chemical)
8. Do not enter clean room if you are intoxicated.
9. Cell phones are permitted, but must be cleaned. Phones must be placed in bags if using in the acid/base and solvent bays.

## Etiquette

1. Be aware of the presence and be courteous to other users.
2. Do not borrow from other user's bins or cabinets unless given approval by them.
3. Prepare your area, do your work, and clean up when you are finished.
4. Users must log into clean room before entering and log out when finished.
5. Tool usage must be logged through FOM.
6. Contact staff in case of issues regarding tool(s). Do not attempt repair.
7. Optics Center approved USB drives only.

By signing this form, I \_\_\_\_\_ (print name), understand and will follow to the best of my abilities the proper safety and etiquette for using the Cleanroom facilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
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