

JILA Clean Room Policies and Practices

In addition to the practices and inferred policies in the JILA Clean Room Safety Module, users of the cleanroom need to abide by the following rules in an effort to maintain the integrity of the facility. Be mindful of the fact that a seemingly simple mistake can result in a seriously compromised area.

All Users:

1. The cleanroom is intended only for processes requiring a Class 1000 (ISO 6) and/or a Class 100 (ISO 5) environment.
2. As mandated by the Department, non-JILA users are not entitled to keys to the building for evening, weekend, or holiday access. However, if a user has entered the building before it is locked, that user can continue to work after hours. Upon leaving for the night, non-JILA users may not reenter the building. Doors are not to be blocked open for later entry.
3. The cleanroom is a restricted access area. PIN's or HID credentials, if issued in lieu of biometric authentication, are not to be shared, and the gowning or wipe-down room doors are not to be propped open. Interlocks on the doors between the cleanroom and collaboration area will prevent the sliding doors in the cleanroom from opening, potentially locking someone in.
4. No food is allowed anywhere in the area. Beverages are not allowed beyond the gowning area.
5. Apparel restrictions and gowning protocol as posted in the gowning room and demonstrated in the walk-through is strictly enforced to ensure the low-particle integrity within the area. A high percentage of cleanroom contamination from personnel entering and exiting comes from at or near the floor, so special attention should be given to shoe covering.
6. Anything brought into the cleanroom must first be wiped down with the water/IPA mixture in the spray bottle in the gowning area. Large items can be cleaned in the wipe-down room and then retrieved from that room after gowning up and entering the cleanroom in the normal way.
7. Individualized storage bins are available on shelves along the cleanroom corridor and should not be removed from the facility. No cardboard boxes or other inappropriate containers are to be brought in. The same applies to wipes; only cleanroom wipes are approved. No Kimwipes, Kleenex, etc.
8. Do not bring in any textbooks or conventional notebooks. A cleanroom notebook will be provided upon request, and if that notebook is taken from the area, it must be wiped down in the gowning area before reentering.
9. Tools, glassware and equipment belonging to the cleanroom must never leave the area.
10. Do not remove the Polonium-210 sealed-source static eliminators from the cleanroom.
11. Instrument and equipment use is restricted to trained individuals only. Breaking something hurts everyone.
12. Do not tamper with or modify any equipment or instruments. This includes custom fixtures or attachments, unless you obtain approval from the lab manager. Requests for special tooling or applications can be made to the lab manager.
13. Report malfunctioning equipment immediately; users should not attempt repairs themselves.
14. Be diligent in making entries in the usage logbooks for the instruments and equipment that have them. Keeping track of the history of certain equipment is important for some processes.
15. Use the on-line equipment reservation system in the members section of the Keck Lab website. This will alleviate scheduling conflicts for the more heavily used instruments and systems. If a user does not show within 30 minutes of their booked time, they forfeit their remaining reserved time.
16. Remember to log out of computers when done. This will help prevent unauthorized use.

SEM Bay Users:

1. The room must remain as quiet and still as reasonable during e-beam writing.
2. Those SEM users without EH& S and JILA Safety certifications should not enter other sections of the cleanroom area.

Lithography Bay Users:

1. This is most critical bay with regard to particle, temperature and humidity specifications, and contains the materials that pose the greatest hazard to users of the cleanroom. Protocols as outlined in the JILA Cleanroom Safety Module and reiterated in the walk-through must be strictly adhered to. EH&S Hazardous Material/Waste Management and Radiation safety certification are also required in order to use this bay.
2. The benches and stations in this bay are not meant for storage and long term processes. Alternatives such as the fume hood across the collaboration area may be possible.

Fabrication Bay Users:

1. Do not bring any chemicals from the lithography bay into this area.
2. Privilege to use the fabrication bay only for things such as assembly does not imply the right to use the lithography bay as well.

Chase Area:

Except for accessing the hydrogen or carbon dioxide bottles, the chase is fundamentally off limits to the average user. There are no user serviceable items in there, and nothing is to be "stored" in there.

Wipe-Down Area:

1. Similarly, the wipe-down room is also the gas farm for the argon and oxygen bottles, and entry to that room is confined to opening and closing those bottles. Except in an emergency, do not exit and certainly don't enter the facility via this room. Again, do not use this area for storage.
2. The Satellite Accumulation Area in this room is **not** for general use. If any chemical waste other than that generated from the cleanroom or an untagged container is found in this SAA, the cleanroom will be shut down until the perpetrator corrects the situation.

Serious and/or repeated breaches of the safety and policy rules will result in loss of privileges.