


DTU Nanolab		Always check on-line for validity.				Level:	
		Rules for working in DTU Nanolab's cleanroom				SI-II	
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The cleanroom is a working environment for many people, so show respect and good behavior when working there. The following rules must be followed by the cleanroom users.

There is only access for users of the cleanroom who have undergone DTU Nanolab's cleanroom safety course. People without their own admission must have special approval from DTU Nanolabs management before entering the cleanroom.

1) Work outside normal working hours (8am-16pm) and on weekends and holidays

- **Regarding work with chemistry, see "Rules for working with chemistry on DTU Nanolab"**
- LPCVD furnace processes may only be done on weekdays from 8 in the morning to 16 in the afternoon. If you need to use it outside this time, contact a person from Thinfilm group for permission.
- If it is necessary to work alone outside normal working hours, you must be in regular contact with another person. This other person, must check that you have left the cleanroom safely.
- **For DTU Nanolab staff only:** To prepare the cleanroom for daily use, DTU Nanolab staff are allowed to work alone outside normal working hours, without being in contact with another person outside the cleanroom, as long as the job does not involve any risk. This involves but is not restricted to, work with hazardous gases, work involving high voltage or current installations and no work with toxic chemicals, long term hazardous chemicals and corrosive chemicals.



2) General rules

- All users of the cleanroom must wear either ordinary or safety glasses at all times
- You are not allowed to eat or chew chewing gum in the cleanroom
- Do not wear make up in the cleanroom
- Use beard cover in case of beard more than 3-4 mm long. You can find hairnet and beard cover in the gowning room
- Do not smoke immediately before entering the cleanroom
- Wash your hands before and after you have been in the cleanroom. If you have to go into the cleanroom and you have wounds, you must apply a patch
- Any substances, objects, materials or devices that might compromise general cleanliness or constitute a risk of contamination of the facility may not be brought

into the facility without prior approval from DTU Nanolab. These devices include but are not limited to all sort of chemicals, tools, electronic devices, cameras etc.

- All chemicals, materials and devices such as chip samples that may contain volatile or loose substances or particles, brought into the cleanroom by User's have to be approved by DTU Nanolab's safety committee (Arbejdsmiljøudvalg) as lined out during the safety course
- Tools and equipment as well as chips or samples have to be approved by qualified DTU Nanolab staff for prior to entering the cleanroom.
- Use of mobile phones in the cleanroom is subject to the following rules: Users are allowed to bring a mobile phone into the cleanroom when set on silent mode and kept inside the cleanroom suit. Users are not allowed to use the mobile phone inside the cleanroom. If needed Users can go into the changing area when using the mobile phone and must afterwards put on new gloves. The only exception to this rule is for DTU Nanolab staff during necessary communications during service work
- If you have music in your ear, keep one ear free of music, and make sure that you can always hear what's going on in the cleanroom, and that you pay attention to the work.
- You have to laminate paper before you bring it into the cleanroom. The laminated paper must also be cleaned as any other items brought into the cleanroom
- Remember to clean all things you bring into the cleanroom
- The bench in the gowning room must be regarded as clean and only be used to sit on when you have your cleanroom suit on
- You have to put on your clothes in the right order: cap/hood, dress, shoes, gloves, and take it off in reverse order, except for the the nitrile gloves. The nitrile gloves are taken off last
- Remember to check that your clothes are fitted properly before you leave the gowning room
- Work with calm and slow movements
- Keep the working place clean and remember to wipe up spills of water
- Keep order and let marked things be where they belong
- Speak as little as possible and never over yours or others' wafers
- Open and close the doors slowly and do not open 2 adjoining doors at the same time
- Throw waste glass, pyrex, metal and Si-wafers out in the appropriate waste container in Cx1
- The cleanroom is not a storage room so remove your wafers from the cleanroom if you have finished working on them.

Kindly notify people if you observe them behaving inappropriately with respect to DTU Nanolab's safety rules and maintaining cleanliness. Receive comments from other users and DTU Nanolab staff positively. It is in everyone's interest to maintain cleanliness and a safe working environment.

All User's who access the lab must comply with DTU Nanolab's safety and general instructions. If a User does not comply with DTU Nanolab's regulations, DTU Nanolab can deny cleanroom access. If access has been denied, the user must follow the Safety Course again before the right to access is re-established.