

## **Cleanroom Safety and Entry Checklist**

This checklist must be filled out by the user during cleanroom training then signed and kept on file for all active users.

### ***1 Before entering 301.B043 the user... (do this before coming for cleanroom training)***

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- ☐ has read and understood "[School of Chemical Sciences Safety Guidelines 2012](#)"
- ☐ has read and understood "[Laboratory Safety Induction – Chemical Intro statement](#)"
- ☐ has read and understood "[Induction Kit: Chemical Safety in the Laboratory](#)"
- ☐ has read and understood "[Induction Kit: Classification and Safe Handling of Chemicals](#)"
- ☐ has read and understood "[Ultra-Violet Light Safety Guideline](#)"
- ☐ has read and understood "[Basic Safety Requirements for Laboratory Work Practices](#)"
- ☐ has read and understood the "[Cleanroom entry guide](#)" for the Auckland Microfab
- ☐ has read and understood the "[Cleanroom waste disposal protocol](#)" for the Auckland Microfab
- ☐ is familiar with the website for the Auckland Microfab (microfab.auckland.ac.nz)
- ☐ agrees to follow open hours in the cleanroom (all: 8AM-6PM, approved staff: 6AM-Midnight)
- ☐ has been given access to and shown how to schedule time and equipment in the cleanroom
- ☐ agrees to SCHEDULE ALL WORK ON THE CLEANROOM CALENDAR
- ☐ agrees to follow the BUDDY SYSTEM policy (mandatory for students)
- ☐ knows to wear long pants and closed-toe shoes in laboratories
- ☐ has been shown the nearest fire alarm switch (in the hall outside of 301.B043)
- ☐ knows how to enter and exit 301.B043 and the exit path from 301 in the event of an emergency

### ***2 Before entering the cleanroom, the user***

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- ☐ has been shown the location of the fire extinguisher in 301.B043
- ☐ has been shown the location of the nearest safety shower
- ☐ has a basic understanding of the air handling and fire extinguishing systems for the cleanroom
- ☐ has been shown the location of the gas and vacuum services and how to check their condition
- ☐ is aware of the risks associated with the use of compressed gases and their cylinders
- ☐ can safely turn the services required on and off (without changing their settings)
- ☐ knows to check the pressure in the cylinders before use (time to change at <250 psi in tank)
- ☐ knows to note the exterior cleanroom condition for anomalies before entering
- ☐ knows to visually inspect the interior of the cleanroom before entering
- ☐ agrees to LOG IN before entering (name, date, and entry time)
- ☐ knows to take off any excess clothing and store it outside of the cleanroom before entering
- ☐ agrees to never bring food or drink into any laboratory, cleanroom included
- ☐ knows to leave 15 minutes for entering and exiting the cleanroom (no rushing!)

### ***3 When in the gowning room, the user***

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- ☐ knows to ensure both switches (lights and filters) are on for any room being worked on
- ☐ can demonstrate proper gowning protocol for cleanliness and safety
- ☐ agrees to use proper gowning protocol during every entry
- ☐ knows to never bring their notebook or other paper or cardboard into the cleanroom
- ☐ knows that leaving their notebook on the gowning bench for reference is acceptable
- ☐ knows the location of and how to use the first aid kit and the eyewash kit

**4 When inside of the cleanroom main and photolithography rooms, the user**

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- ☐ agrees to ask the lab manager for training before use or if unsure (equipment and processes)
- ☐ is aware of the head strike danger due to the overhanging filters, especially at corners
- ☐ knows the location of the phones
- ☐ knows the location of and the user/pswd for the cleanroom computers
- ☐ has been shown the location of and the name and purpose of the equipment in the cleanroom
- ☐ agrees to follow the STRICT LABELING REQUIREMENT policy for samples and solutions
- ☐ has been shown where to store chemicals in the cleanroom
- ☐ agrees to use MINIMAL QUANTITIES of process chemicals
- ☐ knows to keep flammables away from heat sources
- ☐ knows to handle sharps carefully and has been shown the location of the sharps disposal bins
- ☐ knows how to identify, handle and dispose of organic solvents and associated wastes
- ☐ knows how to identify if a solvent is "halogenated" and to dispose of it separately
- ☐ knows how to identify, handle and dispose of aqueous solution and associated wastes
- ☐ knows how to identify, handle and dispose of solids and associated wastes
- ☐ knows to cover solvents when not in active use (label!) in the fume hood
- ☐ has been shown the pure water system and instructed in its use
- ☐ is aware of the danger of UV light exposure
- ☐ has been shown the solvent fume hood and instructed in its use (always on, not for storage)
- ☐ has been shown the acids fume hood and instructed in its use (always on, not for storage)
- ☐ knows to monitor the fume levels in the room and to report if the solvent hood is not working
- ☐ agrees to always CLEAN BEFORE AND AFTER use (LR vs AR, refill bottles, no messes)
- ☐ has been asked to notify the lab manager in event of accidents, spills and safety concerns
- ☐ has been instructed to QUICKLY ASSESS, GET OUT, AND RAISE THE ALARM in the event of an emergency

**5 Upon completing work and exiting the cleanroom, the user**

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- ☐ knows to check for hazards when exiting (lamps, water, hotplates, spills, messes)
- ☐ knows to talk to other users when exiting to ensure services are always monitored
- ☐ knows to leave the FUME HOODS ON AT ALL TIMES
- ☐ knows to clean all shared spaces, glassware, and surfaces before leaving
- ☐ knows to turn OFF air filter banks while exiting (lights can be left on)
- ☐ can demonstrate proper un-gowning protocol for cleanliness and safety
- ☐ knows how to shut off the relevant services (vacuum, gases) before exiting
- ☐ knows to remove (if trained) or alert for removal, wastes generated
- ☐ agrees to LOG OUT before exiting 301.B043

I have read and understood all required safety documents and have completed the safety training as indicated above.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Trained by \_\_\_\_\_ Trainer Signature \_\_\_\_\_