



## DOS

Attire	<ul style="list-style-type: none"> <li>Follow the illustration for proper cleanroom attire.</li> <li>Use a beard cover if you have facial hair longer than 3 mm.</li> <li>Use safety goggles (even if you wear glasses).</li> <li>You are allowed to wear shorts in the cleanroom.</li> </ul>
Consumables	<ul style="list-style-type: none"> <li>Took last glove? Refill! <ul style="list-style-type: none"> <li>Inside the cleanroom: Purple gloves</li> <li>Outside the cleanroom: Green gloves</li> </ul> </li> <li>Took the last beaker/pipet? Restock!</li> <li>The following chemicals are restocked by the users: IPA, Acetone, NMP, 1,3 dioxolane. O-oxolane, MIBK:IPA 1:3 <i>You can find stock at the corridor cabinets</i></li> <li>For the rest of the chemicals and resist bottles write on the whiteboard in the gowning area when it is 20% remaining. The cleanroom staff will restock.</li> <li>If a waste container is full (up to the max line), you must place it on the designated cabinet in CR1 (temporary waste storage) and make a new waste container with the designated label of the group waste.</li> </ul>
Behavior	<ul style="list-style-type: none"> <li>Max 8 People are allowed in each cleanroom.</li> <li>If evacuation is required, you leave the cleanroom through the emergency exits without removing your cleanroom attire.</li> <li>Is the bottleneck wet on the outside? <ul style="list-style-type: none"> <li>Wipe it dry and ensure that the bottle is 100% dry</li> </ul> </li> <li>Acetone and 2-propanol (IPA) have to be used in a fume hood or under local fume extraction.</li> <li>If you must leave a process unattended, please limit the time and attach a note with: <b>name, chemicals, contact info, and return time</b></li> <li>When you finish your work in a fumehood, you ensure that: the <b>work surface is dry</b>, there are <b>no leftover wipes</b>, and all <b>equipment is left in the correct state</b>.</li> <li>Wipes saturated with solvents must be left to degas in the fumehood before disposal in the trash bin.</li> </ul>
New chemicals	<ul style="list-style-type: none"> <li>Introducing new process/chemical in the cleanroom? <ul style="list-style-type: none"> <li>Make a Chemical Risk Assessment and send it for approval to the cleanroom</li> </ul> </li> <li>Before you start using of any chemicals you always read the risk assessment and the related Material Safety Data Sheet (MSDS) in <a href="http://www.kemibrug.dk">www.kemibrug.dk</a>.</li> <li>You always need to be trained by an experienced colleague in a chemical process that you have never run before in this cleanroom.</li> <li>You can ask for training at <a href="mailto:cleanroom@nbi.ku.dk">cleanroom@nbi.ku.dk</a></li> </ul>



## DON'TS

- No tablets, laptops, handbags or jackets
  - Use the cleanroom PCs & ask for a cleanroom notebook*
- No USB drives for data transfer in the lab and cleanroom computers
  - Use N-drive instead*
- No perfume
- No headphones
  - Use the PC speakers*
- It is not allowed to leave a beaker with any chemical in a hotbath overnight.
  - You can safely store a sample for overnight lift off at the designated drawer in cleanroom 1
- You should never throw a syringe, piece of wafer or glass in the general trash bin.
  - Use the dedicated white/yellow waste bins instead