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## **Laboratory Clean** **Laboratory Policy**

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This policy applies to Silicon and GaAs Bay users. All graduate students working in the SSEL share the responsibility of clean.

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### **1.0 Responsibilities**

- 1.1 It is every one's responsibility to understand and adhere to all Solid State Electronic lab policies and procedures.
- 1.2 Failure to follow any of the policies or procedures may lead to removal from the lab.

### **2.0 References**

- 2.1 Material Safety Data Sheets (MSDS)
- 2.2 Chemical Hygiene plan

### **3.0 Engineering and Administrative Controls**

- 3.1 Laboratory training
  - 3.1.1 Complete the SSEL access form.
  - 3.1.2 Complete the Laboratory Safety course for new hires, given by OSEH.
  - 3.1.3 Read the SSEL Training manual and complete test.
  - 3.1.4 Complete the SSEL orientation tour.
  - 3.1.5 Know the lab policies and rules for conduct

### **4.0 Procedure:**

- 4.1 No processing shall be performed during lab clean.
- 4.2 One staff member will be available in the lab during the clean. That person is there to advise and retrieve any needed supplies.
- 4.3 Lab cleans are to be done between 8AM and 10AM every Friday morning. Students will NOT receive credit for cleans performed late at night on Thursday. It will take one (1) hour to do a reasonably thorough job, and thus you should show up **NO LATER THAN 9AM**. The lab will be inspected at 10AM.
  - 4.3.1 If you show up after 9am for lab clean, you can lose your lab privileges for two (2) business days.
  - 4.3.2. If you repeatedly show up late for lab clean you can lose your lab privileges for one (1) week.





- 4.4 You are responsible for checking the lab clean schedule for your assignments. The lab clean schedule is posted for each month on the bulletin board in the hallway outside the clean room. The bulletin posting is the most reliable way of checking the clean schedule.
- 4.4.1 An email version of the schedule is sent out at the beginning of each month. Even if you do not receive an email, you are still responsible for showing to your assigned clean.
- 4.5 If you can not make your scheduled clean time, YOU MUST find a replacement in your absence, and inform the staff in charge of the lab cleans, Cedric Whitney (Rm 1135, email: [cwhit@eecs.umich.edu](mailto:cwhit@eecs.umich.edu))
- 4.5.1 Remember if your replacement does not show, the miss will still be charged to you.
- 4.5.2 If you have knowledge of a previous commitment prior to the month of lab clean, please contact Cedric Whitney, to make scheduling arrangements.
- 4.5.3 In case of an emergency, contact staff in charge as soon as possible for assessment of the situation.
- 4.6 If you miss a lab clean or fail to complete the entire lab clean task, **YOUR LAB PRIVILEGES WILL BE DENIED FOR ONE (1) WEEK.** There are NO exceptions to this rule.
- 4.6.1 For everyone's work to go smoothly in the SSEL, it is crucial that each person does his/her cleaning duties conscientiously and safely.
- 4.7 Checklists describing the cleaning task for the different bays are located in the bins on the lower right side of the bulletin board. And also on the website: <http://www.eecs.umich.edu/ssel/>, under FORMS. The tasks should be completed in the order listed.
- 4.7.1 The first person to arrive should do the first task, the second person should do second task, etc.
- 4.7.2 It is your responsibility to learn the clean for that area.
- 4.7.2.1 Senior student and/or mentors should teach new students how to perform the cleaning tasks.
- 4.8 When you finish your cleaning duties, sign the task completed and return the list to the designated location in that bay or in the bins next to the bulletin board.
- 5.0 Accident Procedures:**
- 5.1 Read all MSDS prior to using a specific chemical
- 5.2 Report all accidents (injuries, spills, fires) to the SSEL manager or staff. For emergencies during non-business hours, call SSEL On call member at (734) 767-4127 or the Department of Public Safety at (734) 763-1311.

