

CLEAN ROOM ACCESS POLICY

1.0 SCOPE

This document defines the conditions under which access to HEPL 130/132/MGP clean rooms is permitted. It specifies who may enter, when entry is permitted and what training is required.

2.0 DEFINITIONS

USERS--Those whose job function requires access for use of equipment situated within the clean room or who perform a clean room maintenance function on a regular basis.

VISITORS--Those whose job function requires access for use of equipment situated within the clean room, to perform a maintenance function or to provide a service, on a occasional basis. This includes vendors, electricians, plumbers, movers, outside janitors as well as GP-B staff members who are not regular users.

DISTINGUISHED VISITORS--Non-GP-B staff who in the opinion of Program or clean room management require access for informational purposes.

REGULAR BASIS--Occurring two or more days per week.

OCCASIONAL BASIS--Occurring less than two days per week.

3.0 ACCESS RULES

3.1 USERS

- 3.1.1 Complete a basic clean room training course at which time your access code will be enabled on the clean room cipher locks..
- 3.1.2 Follow all established Clean Room Policy.
- 3.1.3 May use the clean room at any time.
- 3.1.4 May supervise visitors.
- 3.1.5 Have their own clean room garments.
- 3.1.6 Are listed on the user list maintained by the Clean Room Manager.
- 3.1.7 Must pass an annual recertification test to maintain their user status.

3.2 OCCASIONAL USERS

- 3.2.1 Complete a basic clean room training course at which time your access code will be enabled on the clean room cipher locks..
- 3.2.2 Follow all established Clean Room Policy.
- 3.2.3 May use the clean room at any time.
- 3.2.4 Use Visitor clean room garments.

- 3.2.5 Are listed on the user list maintained by the Clean Room Manager.
- 3.2.6 Must pass an annual recertification test to maintain their user status.

3.3 VISITORS

- 3.3.1 May enter the clean room under the supervision of a clean room user who is aware of and responsible for their activities.
- 3.3.2 Are restricted from the clean room access during critical activities.
- 3.3.3 Use visitor clean room garments.

3.4 DISTINGUISHED VISITORS

- 3.4.1 Must be escorted by a clean room user.
- 3.4.2 Are restricted from the clean room access during normal activities.
- 3.4.3 Use visitor clean room garments.

3.5 GENERAL

- 3.5.1 Gowning requirements apply to all times except during a complete shutdown which is followed by a major cleaning.
- 3.5.2 Anyone performing a non-conforming activity which might jeopardize the normal clean room function must receive advanced approval from the Clean Room Manager.
- 3.5.3 Compliance with established safety policy is required at all times.

4.0 TRAINING PROGRAM

4.1 RESPONSIBILITY

- 4.1.1 The Clean Room Committee is responsible for course content, selection of the instructors, and exemptions from training requirements.
- 4.1.2 The clean Room Committee shall review procedural violations, new clean room procedures, and scheduled activities when setting the course content and determining the exemptions from training for the training courses.

4.2 BASIC TRAINING

- 4.2.1 Attend a basic Clean Room Users Course
- 4.2.1 Read and understand all established Clean Room Policies.
- 4.2.2 Read and understand established chemical handling and safety policy.
- 4.2.3 Demonstrate the proper gowning technique to the Clean Room Manager or his delegate.

4.3 CONTINUING TRAINING

- 4.3.1 Continuing training will occur annually on or before the anniversary date of the original certification.
- 4.3.2 May consist of a repeat of some or all of the basic training class.
- 4.3.3 Requires a passing grade of 90% or higher on a written test covering the content of the basic training class and the clean room policies.