

P0037-A
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D. Charleston

ENTRY/EXIT PROCEDURES FOR GP-B HEPL CLEAN ROOM COMPLEX

(This covers the MGP Class 10 and 1000 rooms and Rooms 130/132)

SCOPE

This document outlines the procedures to be followed for entry into and exit from the MGP class 10 and 1000 clean rooms and rooms 130/132 in HEPL. It represents minimal requirements to ensure general overall cleanliness compatible with operations within these clean rooms. Additional specialized procedures may be required for the use of specific pieces of equipment within the clean room and these will be the responsibility of the cognizant manager of the equipment subject to review and approval of the Clean Room Manager.

ENTRY PROCEDURES

1. Entry into the clean room shall be made only via the gowning room. Please ensure exposed skin has been washed.
2. Collect all equipment intended for use in the clean rooms and perform a preliminary cleaning, e.g., vacuuming, soap and water wipedown, to ensure that any gross dirt and loose debris is removed before entering the gowning room. Do not bring in any articles not included in the approved clean room list, APPROVED AND RESTRICTED MATERIALS AND ACTIONS SECTION 3.5, without the Clean Room Manager's approval.
3. Remove all external clothing (jackets and sweaters, etc.). These must be stored in the lockers situated **outside** the gowning room in the corridor (see attached gowning room layout).
Wipe your feet on either of the two rugs outside the gowning room.
4. Before proceeding into the gowning room, clean the sides and soles of both shoes by using the shoe vacuum cleaner.
Place your shoe between brushes and push forward on the metal bar.
5. The maximal occupancy of the gowning room is 3 people at any time. Wait on the mat outside the gowning room until there are less than 3 people in the gowning room before entering.
6. Purposely, make several steps on the primary tacky mat A as you pass through the door into the gowning room.

7. Use the house vacuum outlet, wipes and solvents provided to wipe down all external surfaces of items to be brought into the clean room on table **E**, then place them on table **F** for final cleaning after gowning. Pay special attention to the easily overlooked lower parts of equipment, e.g., wheels, power cords, and cables.
8. Proceed with gowning in the following order:

Remove new Tyvek coverall (class 100) or new Cubic 10 (class 10) garments of the appropriate size from storage cabinet **B** if you will be using a new garment. If using a used garment, remove it from either cabinet **C** (class 100) or **D** (class 10). New class 100 caps and boots are in the right hand side of cabinet **C**.

NOTE: Class 10 and class 100 garments are not to be mixed. Use only the correct storage cabinet for each. The "Visitors" part of cabinet **D** (right hand side) is for class 100 garments only. Put on headgear and coverall in areas **G** (class 100) and **H** (class 10). Take care not to let the outside of the gown contact the floor or other objects. Grasp gown on inside when pulling on. Make sure all snaps, zippers or other closures are properly closed. Sit on the edge of the bench and pull on the left boot and place your left foot on the secondary tacky mat **I** followed by the right boot and foot.

NOTE: Never step on the secondary tacky mat **I** with street shoes. For class 100, turn the shoe covers, so that sewing seam is on the inside, then pull over the shoe. Stand up and get a pair of the correct size gloves from the wall bins on the left. With gloves right side out, fill with air and check for leaks and tears. Replace damaged gloves.

Pull gloves on, grasping at reinforcing colored band, so they are over the wrist cuff of the coverall. No skin should be exposed on the arm, wrist or hand. Check adjustment of attire in the mirror provided.
9. Do not exit the gowning room to the main bay once you are suited up.
10. Collect equipment and enter the anteroom (MGP-2). Purposely take several steps on the tacky mat located there and enter through the appropriate door to the desired clean room.
11. Wear gloves at all times within the clean room, unless specifically directed otherwise by a written procedure. If gloves become soiled go to the gowning room, discard them and put on a new pair. Follow additional specialized procedures at each work station, i.e., face covers or double gloves.
12. Wear vinyl gloves or finger cots over latex gloves when handling clean parts, working within clean bench or any other station where double gloves are required.
13. If any item of your clothing becomes soiled or torn, exit the clean room (see below) and replace. However, extra vinyl gloves will be provided in the clean rooms.

EXIT PROCEDURES

1. Exit only via the gowning room. Never leave by any other exit except in an emergency.
2. Do not proceed into the main bay without degowning.
3. **Degowning procedure:**
 Enter the gowning room from the anteroom and while standing on the secondary tacky mat **I**, remove your gloves. Discard any vinyl gloves or finger cots. To remove latex gloves, grasp glove at reinforced rim and peel off, turning the glove inside out.
 Discard for class 10 and attach gloves to clip on hanger for class 100 reuse.
 Sit on the bench and remove your right boot placing your right foot to the right of the secondary tacky mat **I** and follow with your left boot and foot.
 For class 10 boot reuse, place on bench to snap on coverall when it's removed.
 Fold, place in plastic bag and clip to hanger for class 100 boot reuse. Stand up and remove your coveralls. Do not allow it to contact the floor or other objects.
 Place on hanger, close closures and for class 10 coveralls, snap on the boots.
 Hang class 100 coveralls in cabinet C and class 10 coveralls in cabinet **D**.
 Remove your headgear and attach to the appropriate garment for reuse.

SCHEDULE FOR CHANGING OF CLEAN ROOM GARMENTS

1. Class 100 (place garments in gowning room wastebasket):
 Head covers--Daily or when visibly soiled.
 Shoe covers--Daily or when visibly soiled.
 Coveralls--Weekly or when torn or visibly soiled.
 Latex gloves--Daily or when torn or visibly soiled.
 Vinyl gloves--When exiting clean room and degowning.
2. Class 10 (place in laundry bag outside gowning room):
 Cubic 10 garments: hoods, face masks, coveralls and boots--should be changed after each use if doing critical work requiring extreme particulate control or every 3 days if doing non-critical work.
 Latex gloves--should be changed prior to each time you enter the class 10 clean room.