1. **Purpose**

1.1. This procedure describes the proper protocol for gowning in the cleanroom.

2. **Scope**

2.1. This procedure provides information on how to properly gown and de-gown for the cleanroom. The use of this procedure is for faculty, staff, and outside companies that need access to the cleanroom in the OPF laboratory. Internet connection is required to view process procedures.

3. **Definitions**

3.1.

4. **Reference Documents**

4.1. Basic Introduction to Cleanrooms – Coastwide laboratories
4.2. Dupont Contamination Control Cleanroom Procedures
4.3. Stanford Nanofabrication Facility Gowning Room Procedures
4.4. Lutz Microfabrication Cleanroom Gowning Procedures

5. **Responsibilities**

5.1. It is the responsibility of the Laboratory Manager to ensure that any users of the cleanroom have been trained and understand the use of the gowning protocol.

6. **Equipment/Material**

6.1. Cleanroom Coveralls
6.2. Cleanroom Shoe Covers
6.3. Cleanroom Booties
6.4. Cleanroom Hoods
6.5. Gloves
6.6. Safety Glasses
6.7. Sight Savers
6.8. Face Mask
6.9. Beard Covers
6.10. Bouffant Cap

7. **Procedure**

7.1 Before Entering Gowning Room
7.1.1 Shoes should fully enclose the feet (NO sandals, Flip-Flops, Clogs, and Slippers).
7.1.2 Remove outer Clothing (jackets, coats, sweaters, and caps) and hang them on the coat rack.
7.1.3 Leave food, drinks, and backpacks by the coat rack outside of gowning room.
7.1.4 The following materials acceptable to bring into the cleanroom.
   7.1.4.1 Ball–Point Pens and Sharpie markers.
   7.1.4.2 Notebooks
   7.1.4.3 Plastic containers

7.1.5 The following materials not acceptable to bring into the cleanroom.
   7.1.5.1 Cardboard Boxes
   7.1.5.2 Books
   7.1.5.3 Magazines
   7.1.5.4 Pencils and Erasers
   7.1.5.5 Any powders or aerosols
   7.1.5.6 Styrofoam products

   (NOTE: This list does not cover everything that is considered not compatible in the cleanroom. If you have questions, ask the lab manager)

7.1.6 Use shoe cleaner.

7.2 On Entering Gowning Room
   7.2.1 Safety glasses must be worn in the cleanroom, except during microscope viewing.
      7.2.1.1 Clean safety glasses if necessary.
      7.2.1.2 Spray lens surface and dry with lens tissue.
   7.2.2 Put on Bouffant Cap making sure all your hair is covered.
   7.2.3 Put on gloves. Try not to touch the outside of the gloves with your bare hands.
   7.2.4 Select appropriate size coverall.
   7.2.5 Step into the coverall. Try not to have the sleeves and upper garment touch the bench or floor.
   7.2.6 Put on shoe covers.
   7.2.7 Check yourself in the mirror. Make sure everything is tucked in, zipped up, and snapped.
   7.2.8 Ensure that the materials you are bringing in to the lab are cleanroom compatible.
      7.2.8.1 If you brought in materials that have been previously bagged in the cleanroom, remove the bag and dispose of the used bags in the trash.
      7.2.8.2 If you brought in materials that have not been previously bagged in the cleanroom, use alcohol and cleanroom wipes to wipe any dust or debris from all surfaces.
   7.2.7 Entering Main Cleanroom and Proceed across Tacky Mat.

7.3 Before Entering Photolithography Room
   7.3.1 Put Beard covers for those who have beards.
   7.3.2 Optional – Put on Face Mask.
   7.3.3 Select appropriate size Hood.
   7.3.4 Put on Hood and tuck into the neck of the coverall.
   7.3.5 Select appropriate size Booties.
   7.3.6 Put on Booties and tuck coverall suit legs into the top of the booties.
   7.3.7 Check yourself in the mirror. Make sure everything is tucked in, zipped up, and snapped.
7.4 Exiting Photolithography Room
   7.4.1 Remove Hood and hang on hook.
   7.4.2 Remove either beard cover or face mask discard.
   7.4.3 Remove Booties and place on wire shelve.

7.5 Gowning Removal
   7.5.1 Remove Shoe Covers and place back in locker.
   7.5.2 Remove Gloves and discard.
   7.5.3 Remove Bouffant Cap and discard.
   7.5.4 Remove Coverall and hang back on gowning rack. Try not to have the sleeves and upper garment touch the bench or floor.
   7.5.5 Do NOT remove or discard any garments and shoe covers.
   7.5.6 Clean and Return Safety Glasses back to Storage Cabinet outside of Gowning Room.

8. Record Retention

   8.1 N/A

9. Reference Documents

   9.1 N/A