**BEST PRACTICE RECOMMENDATIONS FOR THE CLEANROOM**

This document describes best practice rules and behaviors for the Class 1000 cleanroom. Please contact the cleanroom supervisor with any questions or suggestions you might have regarding these recommendations.

1. Do not bring food or drinks in the gowning or cleanroom areas. Do not chew gum or tobacco.
2. Do not wear cleanroom garments outside the cleanroom/gowning room areas. The only time one should exit the cleanroom/gowning area in full cleanroom apparel is in case of an emergency (e.g., major chemical spill, gas leak, etc.)
3. In the gowning room, do not step in the “clean” area while wearing street apparel. Do not stand on the dirtier, “street” side of the bench in cleanroom coverall.
4. Do not wear dirty or torn cleanroom garments in the cleanroom.
5. Do not unzip cleanroom coverall to retrieve items from beneath the cleanroom garment (e.g., cell phone, pen). Return to the gowning room before unzipping coverall to retrieve item (subsequent item wipe-down and glove exchange might be necessary).
6. Do not sit on the gowning bench while wearing cleanroom coverall.
7. Do not write on gloves or cleanroom garments.
8. Replace cleanroom coverall after 10 days of usage (or earlier if torn or damaged).
9. Do not remove gloves at any time in cleanroom. In particular, do not lower glove cuffs and raise coverall sleeves to check watch.
10. Do not touch, rub or scratch skin, hair or eyes with gloves. If you do, replace your gloves.
11. Avoid running or any type of fast motion in the cleanroom as fast movements generate high levels of contamination.
12. Do not lean or sit on equipment or work surfaces.
13. Do not work in the cleanroom when feeling sick (e.g., cold, flu, stomach illness).
14. In the cleanroom, bend (90⁰) towards the floor when sneezing or coughing, or sneeze/cough in a cleanroom wipe. Do not sneeze/cough in gloves.
15. Only use cleanroom approved wipes in the cleanroom area.
16. Only bring cleanroom paper (e.g., cleanroom notebook) and plastic-laminated paper in the cleanroom. Follow wipe-down procedure when entering the cleanroom with such items.
17. Do not use pencils, retractable pens, retractable ballpoint pens or erasers in the cleanroom. Use Sharpie’s or non-retractable ballpoint pens for writing in the cleanroom.
18. Keep isopropyl alcohol (IPA) and methanol bottles located in the gowning room and cleanroom in their respective locations. Do not switch or remove them.
19. Wipe down any item dropped on the cleanroom or gowning floor with 70% IPA.
20. Do not pull on the black emergency handle to operate the automatic sliding doors. This will cause the doors to fall out of the frame.