

GOWNING PROCEDURE

Rev.	Date	Prepared by
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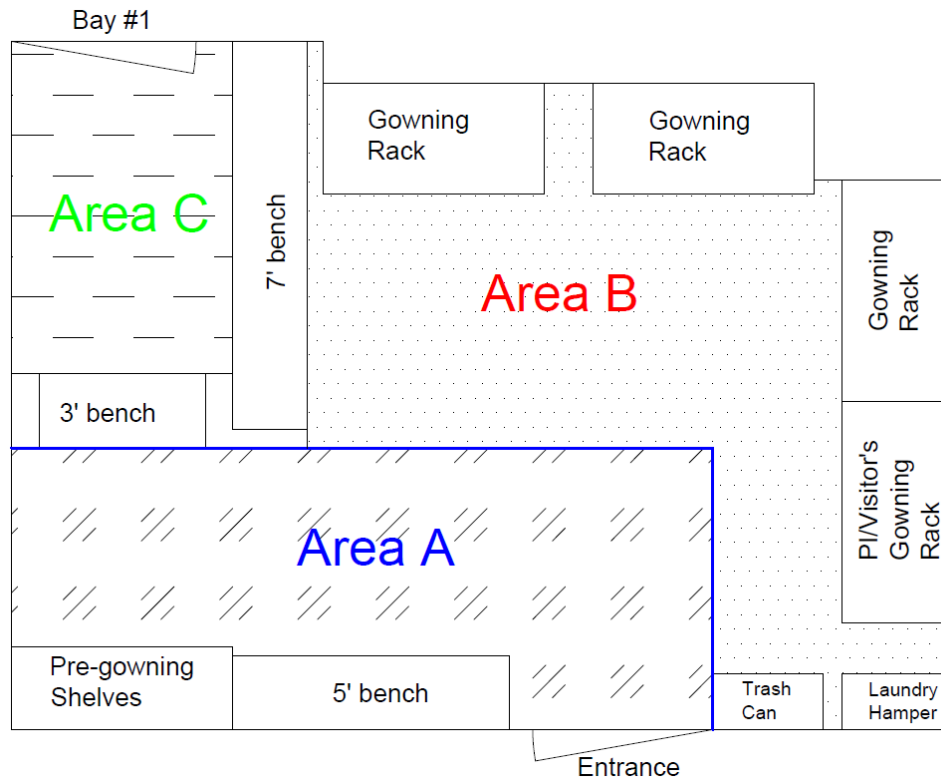
1 SCOPE

- 1.1 The purpose of this document is to outline gowning rules and procedures to provide a safe and secure environment for users and keep the facility equipment in an operational condition. Violators may encounter temporary loss of access to aggiefab.

2 GENERAL RULES

- 2.1 Users are required to swipe their ID to enter cleanroom even if they are entering behind another user.
- 2.2 Users are not allowed to borrow other user's ID in order to enter cleanroom.
- 2.3 The gowning room is the only entrance and exit into and out of the cleanroom, except for emergency exit.
- 2.4 Visitors must go through gowning procedure in order to enter cleanroom.
- 2.5 It is highly recommended not to enter cleanroom with cold, runny nose, coughing, or sneezing.
- 2.6 Do not enter cleanroom if you have been drinking alcohol or have taken medicine that make you feel drowsy.
- 2.7 Foods and drinks are not allowed inside cleanroom.
- 2.8 Regular paper, wood, cardboard, foam products are not allowed inside cleanroom.
- 2.9 Wooden and leather products are not allowed inside the cleanroom.
- 2.10 Regular papers, pencils, and erasers are not allowed inside the cleanroom. Only cleanroom notebooks and ball point pens are allowed.
- 2.11 Sandals, slippers, high heels, shorts, skirts, and sharp jewelries are not allowed to be worn. Avoid wearing wool clothes.
- 2.12 Keep the use of make-up, cosmetics, hair spray and gel, cologne, and perfume to minimum level.
- 2.13 Take off your hat, jacket, and sunglasses and put them in a locker prior entering gowning room.

3 GOWNING PROCEDURE



Gowning Room Layout

- 3.1 Brush your shoes using shoe cleaner prior entering gowning room.
- 3.2 Walk into area A (pre-gowning area). Put on shoe cover immediately. Do **NOT** cross the blue line without having shoe cover on.

Note: There is a shoe mat in each area. Take couple of steps on each mat to take particles off your shoes/shoe cover/booties.

- 3.3 Put on hair net.
- 3.4 Put on gloves.

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3.5 Walk into area B (gowning area). Put on your hood. The hood must cover hair and ears completely.

3.6 Put on safety glasses.

3.7 Put on your coverall. The coverall must be zipped up all the way. The hood must be tucked into coverall. Try not to let the coverall touch the floor.

3.8 Put on your booties. The coverall must be tucked into booties.

Note: you have to sit onto 7' bench while putting the booties on to make sure booties do not touch the floor inside area B. put on first boot and step into area C. put on second boot and step into area C.

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4 BRINGING ITEMS TO CLEANROOM

- 4.1 Get the facility manager's approval
- 4.2 Your item must be unpacked. Regular paper, cardboard, wood, and foam products are not allowed inside the cleanroom. Unpack your item in the corner of visitor's corridor.
- 4.3 Wipe down your item using IPA.
- 4.4 Chemicals must be carried using the safety bucket.
- 4.5 Pick your item, brush your shoes and enter cleanroom.
- 4.6 Enter the cleanroom and put your item on the 5' bench next to the door.
- 4.7 Go through pre-gowning steps (steps 3.2 - 3.4).

- 4.8 Put your item on the 3' bench.
- 4.9 Go through the rest of the gowning procedure (steps 3.5 to 3.8).
- 4.10 Pick your item up and walk into cleanroom.

5 EXITING CLEANROOM

- 5.1 Walk into area C. sit on the 7' bench. Take off first boot and step into area B. take off second boot and step inside area B. hang your booties on your hanger.
- 5.2 Take off your coverall and hang it on your hanger.
- 5.3 Take off your safety glasses and hang it on your hanger/coverall.
- 5.4 Take off your hood and snap it to your coverall.
- 5.5 Walk into area A. discard your gloves and hair net.
- 5.6 Discard your shoe cover and exit the gowning room.