

AGGIEFAB GOWNING PROCEDURE

Rev.	Date	Prepared by
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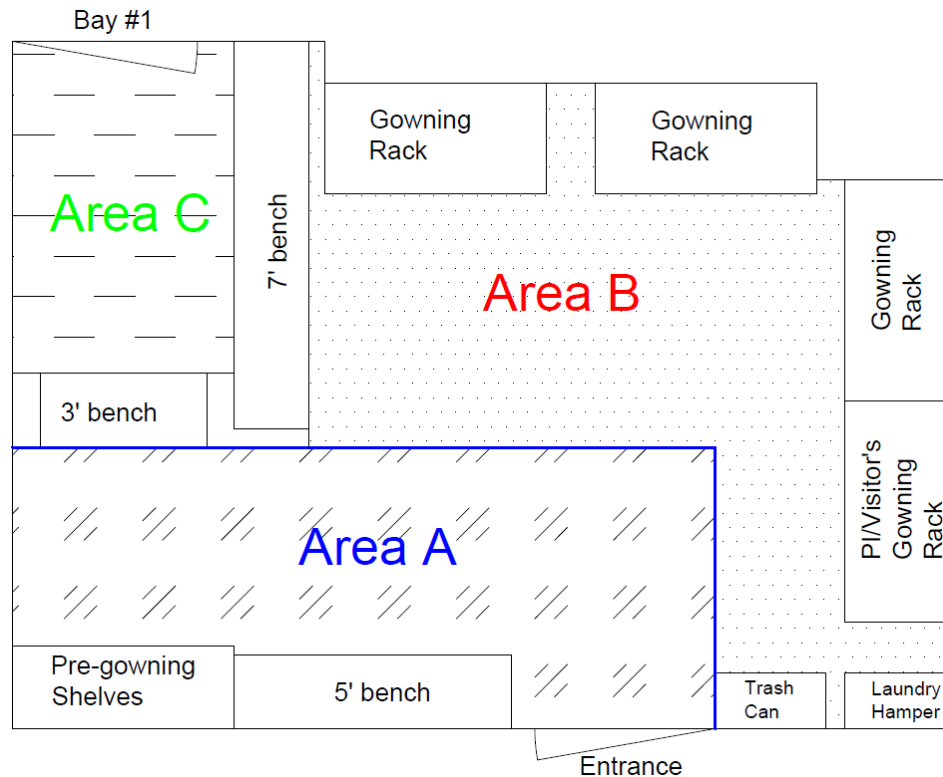
1 SCOPE

- 1.1 The purpose of this document is to outline gowning rules and procedures to provide a safe and secure environment for users and ensure the equipment remains in good condition. Violators may experience temporary loss of access to AggieFab.

2 GENERAL RULES

- 2.1 Users are required to swipe their ID to enter AggieFab even if they are entering behind another user.
- 2.2 Users are not allowed to borrow another user's ID in order to enter AggieFab.
- 2.3 The gowning room is the only entrance and exit into and out of AggieFab, except for the emergency exit.
- 2.4 Visitors must go through gowning procedure in order to enter AggieFab.
- 2.5 It is highly recommended that users do not to enter AggieFab with a cold or a runny nose or if they are coughing or sneezing.
- 2.6 Do not enter AggieFab if you have been drinking alcohol or have taken medicine that make you feel drowsy.
- 2.7 Foods and drinks are not allowed inside AggieFab.
- 2.8 Regular paper, wood, cardboard, foam products are not allowed inside AggieFab.
- 2.9 Wooden and leather products are not allowed inside AggieFab.
- 2.10 Regular paper, pencils, and erasers are not allowed inside AggieFab. Only cleanroom notebooks and ball point pens are allowed.
- 2.11 Sandals, slippers, high heels, shorts, skirts, and sharp pieces of jewelry 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 the viewing corridor prior entering the AggieFab gowning room.

3 GOWNING PROCEDURE



Gowning Room Layout

- 3.1 Brush your shoes using the shoe cleaner prior entering the 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.



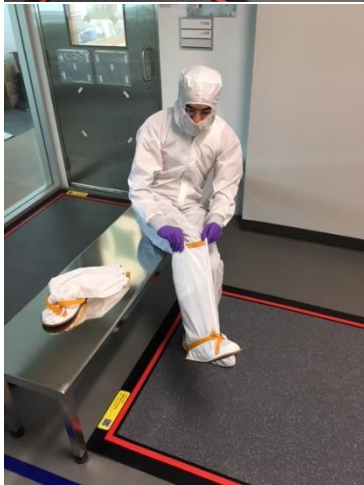
3.5 Walk into area B (gowning area). Put on your hood. The hood must cover hair and ears completely.

3.6 Put on safety glasses.

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

3.8 Put on your booties. Your coveralls must be tucked into your booties.

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



4 BRINGING ITEMS INTO AGGIEFAB

- 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 AggieFab. 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 up your item, brush your shoes and enter AggieFab.
- 4.6 Enter AggieFab 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 up your item up and walk into AggieFab.

5 EXITING AGGIEFAB

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