

This checklist must be completed during training and kept on file for all active users. Please complete section 1 before attending the safety and entry training.

1 Before entering 301.B043 the user

- has read and understood "[School of Chemical Sciences Safety Guidelines](#)"
- has read and understood "[Laboratory Safety Induction – Chemical Intro statement](#)"
- has read and understood "[Induction Kit: Chemical Safety in the Laboratory](#)"
- has read and understood "[Induction Kit: Classification and Safe Handling of Chemicals](#)"
- has read and understood "[Ultra-Violet Light Safety Guideline](#) "
- has read and understood "[Basic Safety Requirements for Laboratory Work Practices](#)"
- has read and understood the "[Cleanroom entry guide](#)" for the Auckland Microfab
- has read and understood the "[Cleanroom waste disposal protocol](#)" for the Auckland Microfab
- is familiar with the website for the Auckland Microfab (microfab.auckland.ac.nz)
- agrees to follow open hours in the cleanroom (see website or log program help)
- has been given access to and shown how to schedule time and equipment in the cleanroom
- AGREES TO SCHEDULE ALL WORK ON THE CLEANROOM CALENDAR** (see website)
- AGREES TO FOLLOE THE BUDDY SYSTEM POLICY** (see website)
- AGREES TO FOLLOW RISK-BASED USAGE POLICY** (see website)
- agrees to wear closed-toe shoes and appropriate clothes in laboratories
- has been shown the nearest fire alarm switch (in the hall outside of 301.B043)
- knows how to enter and exit 301.B043 and the exit path from 301 in the event of an emergency

2 Before entering the cleanroom, the user

- has been shown the location of the fire extinguisher in 301.B043
- has been shown the location of the nearest safety shower
- has a basic understanding of the air handling and fire extinguishing systems for the cleanroom
- has been shown the location of the gas and vacuum services and how to check their condition
- is aware of the risks associated with the use of compressed gases and their cylinders
- can safely turn the services required on and off (without changing their settings)
- knows to check the pressure in the cylinders before use (time to change at <250 psi in tank)
- knows to note the exterior cleanroom condition for risks before entering
- knows to visually inspect the interior of the cleanroom for risks before entering
- AGREES TO LOG IN AND NOMINATE YOUR BUDDY** before entering
- knows to take off any excess clothing and store it outside of the cleanroom before entering
- agrees to never bring food or drink into the cleanroom
- knows to allow 15 minutes for entering and exiting the cleanroom (no rushing!)

3 When in the gowning room, the user

- knows to ensure both switches (lights and filters) are on for any room being worked on
- can demonstrate proper gowning protocol for cleanliness and safety
- AGRESS TO USE PROPER GOWNING PROTOCOL** for every entry
- knows to never bring their notebook or other paper or cardboard into the cleanroom
- knows that leaving their notebook on the gowning bench for reference is acceptable
- knows the location of and how to use the first aid kit and the eyewash kit

4 When inside of the cleanroom main and photolithography rooms, the user

- agrees to ask the lab manager for training before use or if unsure (equipment and processes)
- is aware of the head strike danger due to the overhanging filters, especially at corners
- knows the location of the phones
- knows the location of and the user/pswd for the cleanroom computers
- has been shown the location of and the name and purpose of the equipment in the cleanroom
- AGREES TO FOLLOW THE LABELING REQUIREMENT** policy for samples and solutions
- has been shown where to store chemicals in the cleanroom
- AGREES TO USE MINIMAL QUANTITIES** of process chemicals (<150ml at a time)
- knows to keep flammables away from heat sources
- knows to handle sharps carefully and has been shown the location of the sharps disposal bins
- knows how to identify, handle and dispose of organic solvents and associated wastes
- knows how to identify if a solvent is "halogenated" and to dispose of it separately
- knows how to identify, handle and dispose of aqueous solution and associated wastes
- knows how to identify, handle and dispose of solids and associated wastes
- knows to cover solvents when not in active use (label!) in the fume hood
- has been shown how to use the pure water system
- is aware of the danger of UV light exposure
- has been shown the solvent fume hood and instructed in its use (always on, not for storage)
- has been shown the acids fume hood and instructed in its use (always on, not for storage)
- knows to monitor the fume levels in the room and to report if the solvent hood is not working
- AGREES TO CLEAN BEFORE AND AFTER** use (LR vs AR, refill bottles, no messes)
- has been asked to notify the lab manager in event of accidents, spills and safety concerns
- has been instructed to **QUICKLY ASSESS, GET OUT, AND RAISE THE ALARM** in the event of an emergency

5 Upon completing work and exiting the cleanroom, the user

- knows to check for hazards when exiting (lamps, water, hotplates, spills, messes)
- knows to talk to other users when exiting to ensure services are always monitored
- knows to leave the **FUME HOODS ON AT ALL TIMES**
- knows to clean all shared spaces, glassware, and surfaces before leaving
- knows to turn off air filter banks while exiting (lights can be left on)
- can demonstrate proper un-gowning protocol for cleanliness and safety
- knows how to shut off the relevant services (vacuum, gases) before exiting
- knows to remove (if trained) or alert for removal, wastes generated
- agrees to **LOG OUT** before exiting 301.B043

I have read and understood all required safety documents and have completed the safety training:

Name _____ Signature _____ Date _____

Email _____ Cell Phone _____

UPI: _____ ID# _____ Card# _____

Trained by _____ Trainer Signature _____