

Wipe-Down Access Procedure

Version 1.1

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New tools and equipment are moved into the MIT.nano cleanroom through Restricted-Access areas in the East side of building 12. When access to these areas is required for non-staff members of the MIT.nano community, the following procedure should be followed.

1. Email MIT.nano Staff in advance (within 1 week) for general awareness when equipment is expected to be moved into the lab.
 - a. Email the Assistant Director of Infrastructure, currently Nick Menounos (menounos@mit.edu), the Assistant Director of Operations, currently Kris Payer (kpayer@mit.edu), and Dan Adams (dan@mtl.mit.edu).
2. Call the MIT.nano Lab Support phone (617-253-0426) on the day that equipment will be moved into the lab. Arrange a time with the technician to meet and gain access to the Tool Wipe-Down Room.
3. MIT.nano Personnel will meet and provide entry and supervision to the Restricted-Access areas.
4. After the equipment is unpackaged and moved into the Tool Wipe-Down Room, the User or Faculty member should proceed to the Main Gowning Area and don appropriate attire.
5. The User or Faculty member should proceed to the Tool Wipe-Down Room from inside the lab. They will then wipe down and move in the equipment according to the Equipment Move-In Procedure.

Additional Notes:

- It is the responsibility of the ESP Lab Members (Users or Faculty member) to unpack, wipe down, and move in the new equipment. MIT.nano Staff is only providing entry to Restricted-Access spaces.
- If additional help is needed for larger or heavier items, then that can be arranged and coordinated separately from this standard procedure.