

Standard Operating Procedure UHP Cleanroom Gowning and Material Handling	SOP No. 7.032
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- 1 Purpose
  - 1.1 To establish a standard procedure for ultra high purity (UHP) cleanroom gowning and material handling.
- 2 Scope
  - 2.1 This procedure applies to all personnel utilizing the UHP cleanroom.
- 3 Responsibility
  - 3.1 Therma's quality assurance manager shall oversee/audit the following procedures.
  - 3.2 Therma's general foreman shall enforce the following procedures.
- 4 Procedures
  - 4.1 General note: Do not enter or exit the main cleanroom via roll-up door, office, or wipe down room. Always use the gowning room when entering and exiting the main cleanroom.
  - 4.2 Enter UHP Cleanroom
    - 4.2.1 Before entering the UHP cleanroom area, clean soles of shoes using STICKY MAT, which is located on the floor of main clean room gowning area by taking 5-10 baby steps on the sticky mat.
    - 4.2.2 If personnel have beard, put on beard cover. Make sure that all beards are covered by the beard cover.
    - 4.2.3 Put on a hair net. Make sure that all hair is covered by the hair net.
    - 4.2.4 Put on safety glasses.
    - 4.2.5 Put on disposable cleanroom shoe covers.

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4.2.6 Put on a pair of cleanroom lint free latex gloves.

Note: Latex gloves must be changed in the UHP room if they become torn or soiled.

4.2.7 Once steps 4.2.1 through 4.2.6 are completed, enter the UHP gowning room.

4.2.8 Put on a disposable cleanroom bunny suit.

Note: Do not allow the bunny suit in contact with floor.

4.2.9 Fully zip the front and secure any snaps. Ensure proper seal between garment sleeve and gloves.

4.2.10 Inspect gowning and make adjustment if necessary.

4.2.11 Once steps 4.2.8 through 4.2.10 are completed, enter the UHP cleanroom.

#### 4.3 Exit the UHP Cleanroom

4.3.1 Exit the UHP gowning room.

4.3.2 Remove the bunny suit.

Note: Do not allow the bunny suit in contact with floor. If the bunny suit is soiled, dispose it into an appropriate waste container.

4.3.3 Hang the bunny suit on an appropriate coat rack and re-use it later.

4.3.4 Exit the main gowning room.

4.3.5 Remove the gloves, hair net, beard cover, and shoe covers. Dispose them into the waste container.

#### 4.4 Material Pass-Through Procedure – UHP Cleanroom

4.4.1 Verify that all material enter or exit through the UHP strip curtains.

4.4.2 Personnel shall not enter or exit the UHP cleanroom area through the UHP strip curtains. Personnel must use the main gowning room, and then the UHP gowning room to gain access to the UHP cleanroom.

#### 4.5 Incoming Parts and Materials

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- 4.5.1 Put on a pair of cleanroom lint free latex gloves to handle materials.
- 4.5.2 Wipe down the material using cleanroom wipes moistened with isopropyl alcohol (IPA).
- 4.5.3 Place the cleaned material to the UHP cleanroom area via strip curtains.

Note: Do not allow strip curtains touch the cleaned material.

- 4.5.4 Discard used wipes and gloves in a flammable waste container with Red color label.

#### 4.6 Outgoing Parts and Material

- 4.6.1 Put on a pair of cleanroom lint free latex gloves to handle materials.
- 4.6.2 Wipe down the material using cleanroom wipes moistened with IPA.
- 4.6.3 If required, bag and seal the cleaned material.
- 4.6.4 Place the cleaned material into main cleanroom area via strip curtains.

Note: Do not allow strip curtains touch the cleaned material.

- 4.6.5 Discard used wipes and gloves in the flammable waste container with Red color label.

### 5 Review and Approval

- 5.1 No approval is necessary.

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## Document Approval

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6-3-03  
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Quality Control Manager

6.03.03  
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