

SOP COVID-19 Phase 4 Shared Facility Access/Operation



UNIVERSITY OF CALIFORNIA
SANTA BARBARA

Microfluidics Lab Access for Elings Hall, Room 3430 STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazardous Chemical Hazard Class

Date of last revision to SOP: 29 March 2021

Changes in this revision:

- Increased user occupancy to 3 persons.
- Users no longer need to wash hands before donning gloves.
- Clarified reservation procedure
- Removed unnecessary and redundant material

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OVERVIEW

Please read the Elings Hall Building level procedures documented in the [Elings Hall COVID-19 Phase 4 SOP](#), this SOP does not repeat them. Users are expected to follow the procedures outlined in the building and lab SOPs.

PERSONAL PROTECTIVE EQUIPMENT

*Face masks and gloves are required at all times while working in the labs. Gloves are provided on the supply shelf by the lab entrance. The minimum masking requirement is N95 / KN95 masks **or** double masks (one fabric, one surgical or two fabric). Masks with exhaust bypass valves are not permitted.*

Plan for COVID-related PPE individual storage/re-use and decontaminating shared PPE to prevent cross-contamination:

Users may not store COVID-related PPE in the lab. Communal lab coats have been removed from the lab. Users may continue to store their own lab coats in bins on the wire shelves by the lab entrance.

Maximum Occupancy of Labs (by room):

The maximum occupancy of room 3430 is three users plus one staff member doing maintenance or training. To ensure a safe working environment this is well below the maximum allowed by the campus guidelines of 6 persons based on 150 sq. ft. per person in a 980 sq. ft. lab.

SPECIFIC LABORATORY PROTOCOLS

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Using FBS to reserve time in the lab and tools

- FBS reservation software is used to reserve time in the lab, as well as reserving the tools that they will be using. Link to FBS: <https://ucsb.fbs.io>
- 3D print reservations: users should reserve the printer for the period of time that the printer is running your job, and just reserve the lab for the time that you will be in the lab starting the run and getting your print.
- During COVID operations **users must make two reservations for every lab visit**: one for the lab zone that they will be working in, and one for the specific tools that they will be using.
- Detailed instructions for making lab reservations, and for getting started with FBS may be found on the lab Wiki [here](#).
- Elings Hall labs will be open every day from 8am – midnight.
- Some of the tools in the lab have moved – please see the lab diagram below to see which zone the tools that you are using are located.
- FBS is configured to prevent another user from reserving any tool in the same zone at the same time.

Entering the lab

- Look through the door window to make sure that nobody is exiting or standing by the doorway.

Before starting work – put on gloves

- **Wear gloves at all times in the lab.** They are located on the wire shelves by the lab entrance.

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While working

- Maintain at least a 6 ft. separation from other users. The scheduling software will not allow simultaneous reservations of adjacent tools, but it may be necessary to negotiate transit at zone boundaries with people working in adjacent zones.
- If you need to sneeze or cough make sure to do so into your elbow, and bend down so that your head is below bench level to prevent the spread of germs. Sanitize the work area immediately.
- If you start to feel unwell please leave the lab.

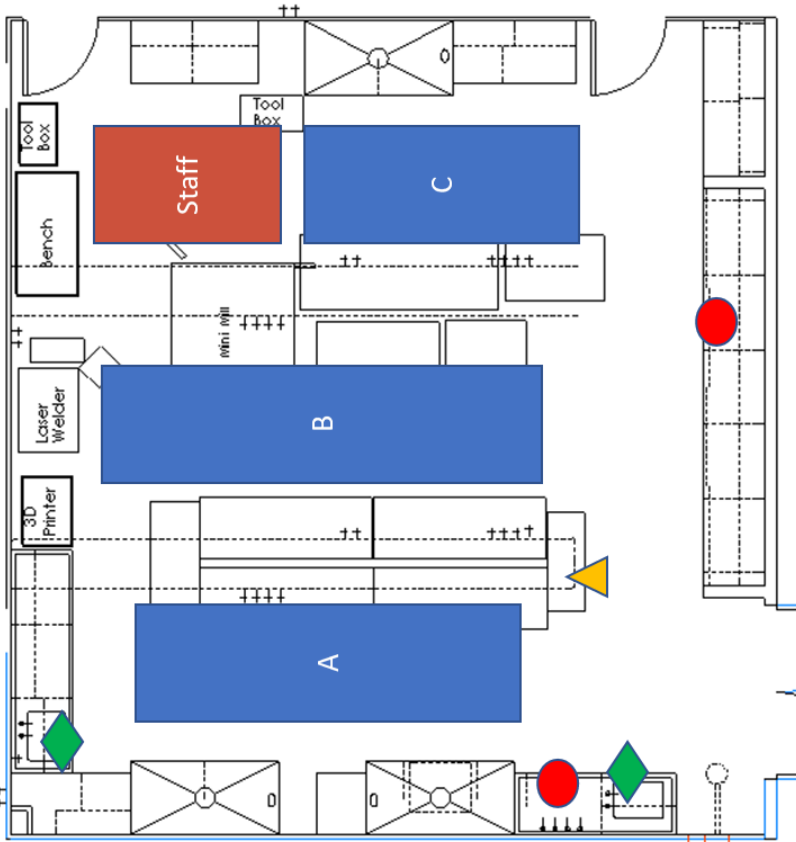
Sanitize your work area before leaving the lab

- Sanitize everything that you touch keyboards and mice, sink faucet handles, workbench surfaces, tool controls, etc. with IPA squirt bottles and paper towels. Use disinfectant in spray bottles for cleaning plastic surfaces.

Other COVID-19 changes

- **Staff fabrication of parts for users:** In order to reduce the number of people working in the labs, staff are available to fabricate parts for users. [Here is the link for submitting a job and requesting a quote.](#)
- **Training** There will be no regularly scheduled training during COVID operations. Users may request training using this [form](#).

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Elings 3430 – Microfluidics Lab - Work Zones
Key tools in each zone are listed below




Zones:

- A. Silane vapor deposition, device assembly
Ultrasonic cleaner, Thinky mixer, spin coater,
ozone cleaner, casting workbench
- B. Laser welder, assembly bench, Sonoplot,, CNC
drill
- C. Plasma cleaning, Keyence microscope, Laser
cutter, hot press, vacuum oven

Tools without zones: Resin curing ovens, Objet,
miscellaneous tools on south wall. Users are not at
the location for very long, so users will negotiate
safe working distance as needed.

Notes:

1. The ozone cleaner has been moved to the
fume hood behind the Thinky mixer in zone A
2. The laser cutter has been moved next to the
Haas mill in zone C

-  PPE
-  Handwashing
-  Disinfection supplies

CNSI Microfluidics Lab
COVID-19 Phase 4 Work Zone Map R1
Dave Bothman – 23 Feb. 2021