Procedure for Work Permit Application

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
1	DCN0261	Initial release.	3-14-07	Pat O'Dea	Pat O'Dea

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE

1.1 The purpose of this document is to ensure dirty work activities within cleanrooms at the College of Nanoscale Science and Engineering (CNSE) facility are:

1. Communicated and coordinated with all affected parties (i.e. tenants, departments, etc.)
2. Communicated and coordinated with the Cleanroom Supervisor.
3. Performed in accordance with this protocol to maintain cleanroom integrity.

2. SCOPE

2.1 A Dirty Work Permit (CFM-01005-F1) must be completed:

2.1.1 Anytime work activities within a cleanroom space have the potential to affect cleanroom quality specifications with regard to particulate count, vibration, fumes or other contaminants.

2.1.2 Prior opening cleanroom doors to the outside environment.

2.2 These work instructions apply to all CNSE employees, tenant employees, contractors and sub-contractors that are engaged in work activities within CNSE facility cleanrooms.

3. DEFINITIONS

3.1 Dirty Work: Any activity that includes:

3.1.1 Use of ‘dirty’ materials that may contaminate the cleanroom.

3.1.2 Use of fume producing materials.

3.1.3 Cutting, drilling or other abrading activities.

3.1.4 Vibration producing activities.

3.2 Cleanroom Supervisor: Jack DeRusso is currently the cleanroom supervisor. In his absence, either Lead Cleaner in NFS or NFN assume the role as cleanroom supervisor.

4. ASSOCIATED DOCUMENTS

4.1 CFM-01005-F1 Dirty Work Permit Application

5. RESPONSIBILITIES

5.1 Compliance with this procedure is the responsibility of the contractor, tenant or CNSE employee responsible for the dirty work activity.

6. EQUIPMENT

6.1 Use of a HEPA vacuum will be required to control particle contaminants emitted during a dirty work procedure.

6.2 Use of a snorkel device will be required to control vapors emitted during a dirty work procedure.

7. PROCEDURE

7.1 If the dirty work activity is a component of work requiring another type of permit (i.e. tool install), the requestor shall present the Dirty Work Permit at the daily permit meeting and obtain the cleanroom supervisor's signature. The daily meeting is currently held in CESTM, room CR-1 from 8:30am to 9:00am, Monday through Friday (see work permit authorization procedure for details). Otherwise, the Cleanroom Supervisor can be contacted directly for approval a minimum of one day in advance of the work.

7.2 Two (2) copies of the permit form shall be submitted. One (1) shall be returned to the requestor and one (1) shall be kept by the cleanroom supervisor for record.

7.3 The duration of a Dirty Work Permit may not exceed more than one (1) week. New permits shall be submitted each week to maintain accurate information on the status of the work being performed as well as to serve as a reminder to those affected by it.

7.4 The permit form shall not be modified (i.e. addition of contractor logo, etc.).

7.5 A 'Dirty Work Permit Instructional Form' is provided for reference and example in Appendix 'A'.

8. RECORDS

8.1 Completed Dirty Work Permits shall be kept on file on file by the Cleanroom Supervisor for at least one (1) year.

9. APPENDIX

9.1 Appendix A – Dirty Work Permit Instructional Form

9.2 Appendix A – Blank Dirty Work Permit Application

Appendix A – Dirty Work Permit Instructional Form

COLLEGE OF NANOSCALE SCIENCE & ENGINEERING UNIVERSITY AT ALBANY State University of New York	**Dirty Work Permit Application**	Form Number/Rev # CFM-01005-F1

Requestor: ***John Q. Public*** Phone #: **555-1234**

Company: ***ABC Contracting***

Sponsor: ***Pat O'Dea - CNSE Facilities***

Start Date: ***February 23, 2007*** Time: ***9am***

End Date: ***February 23, 2007*** Time: ***11am***

Bldg./Location: ***NFN Cleanroom (Sematech Area)***

Proposed Dirty Work Procedures:

Describe proposed "Dirty Work" activities including type of work, location, procedure to contain dirty materials, EHS issues, vibration creating events and any other pertinent information. Attach sketches and supporting documentation as required.

Cut hole in cleanroom ceiling to install new sprinkler head. Use HEPA vacuum to collect all debris created by cutting process.

By: *John Q. Public* *February 21, 2007*

Applicant Signature Date

CNSE Required Modifications:

None

The Above Dirty Work Permit Application Is:

☒ Approved as stated in Proposed Dirty Work Procedures

☐ Approved as stated in Proposed Dirty Work Procedures except as modified above

☐ Not Approved - Submit a new plan

Jack DeRusso *February 21, 2007*

Cleanroom Supervisor Signature Date

Printed copies are considered uncontrolled. Verify revision prior to use.

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