

## **6.4 GARMENT DRESSING PROCEDURE: Donning**

### 6.4.1 ENTERING THE GARMENT ROOM:

6.4.1.1 Clean shoes in shoe cleaner.

6.4.1.2 Put on bouffant cap

6.4.1.3 Step up to a sink and rinse mouth with water from the fountain.

6.4.1.4 Wash and rinse hands

6.4.1.4.1 Foam soap from dispenser may be used with or without water. If used with water, activate auto-shutoff faucet by pushing faucet button cap with either hand, wrist or forearm. Wet your hand(s) under water stream from faucet.

6.4.1.4.2 Dispense a squirt of the foam soap from soap dispenser into the palm of the hand.

6.4.1.4.3 Rub hands together vigorously to lather all surfaces of hands.

6.4.1.4.4 Rinse hands thoroughly under faucet. If auto-shutoff faucet needs to be reactivated, use forearm or elbow.

6.4.1.4.5 Shake off excess water.

6.4.1.5 Dry hands under dryer by holding your hands in the air stream and vigorously rubbing them together until dry. Note: ILT and CMP class 10,000 areas are exempt from donning bouffants, water drinking and hand washing

6.4.1.6 Put on veil. The veil has a wire in the top seam which should be given a mild "V" shape prior to putting the veil over head. When putting the veil over your head use both hands to stretch the elastic. This must be done to prevent pulling the elastic away from veil. Once the veil is in position over the bridge of nose; shape the top of the veil so it conforms to the shape of your nose.

6.4.1.7 Put on gloves at the Veil and Glove Station. Gloves must be donned prior to moving to the next station to prevent contamination of the gloves and garments. (See [section 6.6 - Glove Instructions](#) for additional information.)

6.4.1.7.1 Select proper size skin gloves. (Do not select larger gloves than your hand, gaps can allow contamination to escape and grasping issues.)

6.4.1.7.2 If cloth gloves are required by individual, place them on first.

6.4.1.7.3 Grasping cuff of one glove, slide other hand into glove down to fingers. Repeat with other hand.

6.4.1.7.4 With gloved hands, adjust fit over finger area until comfortable.

6.4.1.8 If not using a previously used garment on a hanger, pick up the appropriately sized hood, jumpsuit and booties from clean garment storage areas. If using a garment on a hanger, proceed to the location of your garment.

#### **6.4.2 THE ORDER OF DRESSING (Donning):** is Veil, Gloves, Hood, Jumpsuit, and then Booties

##### 6.4.2.1 VEIL & HOOD Procedure:

6.4.2.1.1 Pick up, garment hood bag, and remove the hood from the bag. Dispose of plastic bag in proper trash container.

6.4.2.1.2 Put the hood on front to back, snaps on outside and bouffant covered. Adjust so that face opening is below chin and veil is snug against face. Adjust hood apron.

##### 6.4.2.2 JUMPSUIT Procedure: Note: Remove badge, pager, phone etc before donning jumpsuit.

6.4.2.2.1 When pulling the jumpsuit out of the bag grasp it by the neck and allow it to unfold while holding it high in the air. Dispose of plastic bag in proper trash container.

6.4.2.2.2 Unzip the garment. Avoid dragging on floor

6.4.2.2.3 Grasp each sleeve cuff and hold jumpsuit at the base of the zipper.

6.4.2.2.4 Sitting on the bench or standing, whichever is more comfortable; pull on the legs of the jumpsuit one at a time and pull them up to waist height. The legs of the jumpsuit will contact the floor at this time. Hold the top of the jumpsuit securely with one hand being sure that the top of the jumpsuit does not hit the floor.

6.4.2.2.5 Put on the top portion of the jumpsuit one sleeve at a time. Tuck the hood apron smoothly into the jumpsuit.

6.4.2.2.6 Zip up the zipper slowly, taking care not to catch the fabric. Snap the snap at the neck line.

6.4.2.2.7 If jumpsuit legs are too long, fold the bottom cuff around the ankle and snap the gripper to secure the bottom cuff.

6.4.2.2.8 Portable accessories that you may require ( i.e. your ID BADGE, phone, pen, etc. ) may be clipped to the outside of the jumpsuit or to a cleanroom approved lanyard at this time.

6.4.2.2.9 Badges are to be worn between the shoulders and the elbow for proper display and to avoid interference with tools and product in the workplace.

##### 6.4.2.3 BOOTIES Procedure: ( Make sure they fit properly.)

6.4.2.3.1 Booties come in various styles and should fit snugly over shoes. Each manufacturer has their own

sizing, so the same sizes will not be the same fit. Make sure booties fit properly and you are able to walk safely and comfortably. There are three styles of booties: Chemstat 939 ( grey sole), Vidaro (brown sole), and disposable.

#### 6.4.2.3.2 Chemstat 939 and Vidaro bootie procedure.

6.4.2.3.2.1 Put foot into bootie: zip if required.

6.4.2.3.2.2 Snap the female gripper located at the top rear of the bootie to the male gripper located on the rear of the pant leg, behind the knee. This is to help ensure proper grounding of the jumpsuit to the bootie.

6.4.2.3.2.3 Snap the top strap around the calf with a comfortable amount of pressure. This will prevent contaminants from escaping through top of bootie.

6.4.2.3.2.4 Then snap and adjust the lower strap over your instep to hold the bootie firmly in position.

#### 6.4.2.3.3 Disposable bootie procedure.

6.4.2.3.3.1 Slip disposable bootie over shoe and pull over pant leg up to calf.

6.4.2.3.3.2 If an ankle strap is provided, Tie ankle strap over instep to hold bootie firmly in position.

#### 6.4.2.4 CHECK YOURSELF IN THE MIRROR BEFORE ENTERING THE CLEAN ROOM AREA.

6.4.2.4.1 Zipper - Zipped

6.4.2.4.2 Snaps - Snapped

6.4.2.4.3 Veil over Nose

6.4.2.4.4 No Hair Exposed

6.4.2.4.5 Inspect Gloves. Note: If gloves are torn or contaminated, change before entering the cleanroom.

6.4.2.4.6 Badge Clipped on Outside of Jumpsuit between the shoulders and elbow.

**6.5.2 THE ORDER OF DEGOWNING (Doffing):** Booties, Jumpsuit, Hood, Veil and Gloves.

6.5.2.1 If garment will be reused, get a hanger from the garment hanging area. If the garment is not to be reused (ex. end of rotation), the de-gowning (or doffing) procedure outlined in sections 6.5.2.2 through 6.5.2.5 (below) shall still apply.

6.5.2.2 When de-gowning, jumpsuits must be removed in a manner as to avoid contact above the waist. If garment comes in contact with floor above the waist level, put in laundry bin and wear a clean garment when returning to the line.

6.5.2.3 Remove booties: (Do not touch bottom of boot)

6.5.2.3.1 Attach the top strap of the booties to the grippers located at the bottom of the jumpsuit legs.

6.5.2.3.2 If disposable booties are used, use for one day unless damaged. To store when leaving the clean room, roll up bootie and insert in bottom of jumpsuit leg. Snap the gripper. Insert from bottom only.

6.5.2.4 Before doffing the jumpsuit, remove badges, phones, and any other items attached to the jumpsuit. As a standard practice, Do Not place these items on your personal clothing until after the jumpsuit is removed and placed on the hanger or in the dirty laundry bin.

6.5.2.5 Unsnap and unzip jumpsuit, slide arms out of sleeves and roll the trunk of the body down to the legs, hold garment up, again avoiding floor contact. Remove over legs, sliding over one foot at a time. Do not lay jumpsuit across lap. If garment will be reused, hang the jumpsuit on a hanger with hanger supporting the shoulders of the garment; snap the gripper located at the neck to keep the jumpsuit from sliding off the hanger.

6.5.2.6 If garment will be reused, take your suit and booties to an empty hanger slot and hang the suit.

6.5.2.7 Note the section (letter and number designation) where you are hanging your garment. Do not tie garment in any manner; use crib provided name tags for identification.

6.5.2.8 Remove hood. Snap the hood on the outside of the jumpsuit to one of the grippers located at the neck of the jumpsuit.

6.5.2.9 As you exit from the garment room, discard your veil, bouffant and gloves in the proper trash containers. Do not remove veil, bouffant, or gloves until you reach the trash disposal area.

6.5.2.10 Use a new bouffant and disposable veil each time you reenter the line.

## **6.6 GLOVE INSTRUCTIONS:**

6.6.1 Everyone in the clean room will wear at least one pair of PVC vinyl skin gloves. Nitrilite gloves (which are very similar in appearance to PVC gloves) may be worn as PPE for handling of various chemicals. Nitrile gloves may be used where conditions or MPS dictate their use. However, Nitrilite gloves should not be used in manufacturing areas where proper grounding is required for ESD prevention.

6.6.1.1 Personnel performing tool maintenance activities may remove PVC gloves when working on tools. This is in regards to non-PPE maintenance activities where PVC gloves pose a hindrance or create a safety hazard. No one will be in a main and/or process aisle without wearing PVC gloves; this includes maintenance, vendors, and contractors.

6.6.1.2 Clean room gloves will not be modified in any manner. (i.e. no writing on gloves, poking holes or cutting fingers.)