

# Wet Bench Procedures

All users must be logged in to the portal to use the benches/hoods!

- You **must** wear the appropriate Personal Protective Equipment, follow the PPE guidelines:
  1. Normal lab use (Spray bottles, general work, Lithography)  
Wear: Lab gloves, Safety Glasses. (Use chemical gloves as needed for Litho Solvents)
  2. Chemical Use (Including HF)  
Wear: Nitrile gloves, Full Apron, Face Shield.
- Anything on the bench or in use **must** be labeled with: **Date, time, user name, and full chemical name.** Use the supplied **Chemical Usage Forms** and place them as close to the container as possible. **ALL CONTAINERS MUST BE LABELED!!!**
- Containers that are out of sight, or unattended, **must** have a lid.
- Containers/materials that need to be used overnight or be left without the user present must be labeled with a **Chemical Usage Form!**
- All waste containers **must** be rinsed at least 3 times before use, and be properly labeled with the provided waste labels. Use a new VENTED CAP for all waste bottles, old caps should be discarded; this is due to possible vapor pressure and thermal expansion. Bottles can become over pressured and possibly explode.
- Report spills, problems, or accidents to Joe Lonjin: 5-9284 (rings to cell phone), Speed Dial 76, or submit a trouble call.
- In case of emergency contact EHS: Environmental Health and Safety: 865-6391 [www.ehs.psu.edu](http://www.ehs.psu.edu) or **911**
- Acids/Bases will be used in Poly Hoods 1 & 2, Solvents will be used in Stainless Hoods 1 & 2
- **Do not** leave wet bench area while wearing safety equipment. The wet bench area is monitored by camera for safety and protocol. Refer to the safety manual for policy on lab violations.
- **Rinse and Dry** any equipment used when finished. This **INCLUDES** all glassware, plastic wear, bench surfaces, and **PPE**. All users are **required** to wipe down bench surfaces when finished.
- **No** glassware is allowed for HF use; only polypropylene (Fluoroware) containers may be used.
- Broken/damaged/unusable glassware and plasticware must be placed in the **red** trash container. See Joe Lonjin for replacements.
- Do not store special mix chemicals unless approved by staff, then they must be kept in a Nanofab supplied container and label provided by the staff.
- Do not store waste containers on the bench top. All waste **must** be kept under the bench.
- No non-standard chemicals, or chemicals from other labs can be used. Please do not purchase chemicals on your own. See Joe Lonjin for special applications.
- The process bench at this time is for Staff Use Only. Contact Joe Lonjin for details.