

Electronic Shop Work Safety Guidelines:

Repair Items:

1. All electrical/electronics items from research and teaching labs that are sent to electronics shop for repair must accompany the work order sheet.
2. All potential chemicals that have come in contact with the items for repair must be listed on the work order form.
3. All items sent to electronic shop for repair must be thoroughly cleaned/decontaminated for the residues of chemicals and other contaminants. Use disposable towels/wipes with an appropriate cleaning solution. For organics, use a water-miscible organic solvent (e.g. isopropanol or acetone), followed by water to remove the solvent residue. For inorganics, use a water-based cleaning solution to clean inorganic residues (e.g. dilute aqueous HCl), followed by water. Items that are not sufficiently clean will be returned.
4. Items that cannot be taken apart for internal cleaning and are suspected to contain internal chemical contamination must be indicated in the work order.
5. GAST/Vacuum pumps must be opened and cleaned prior delivering to electronic shop for repair/maintenance.

Recycle Items:

1. All electrical and electronic items for recycle must be thoroughly cleaned/decontaminated (as described above) prior delivering to electronic shop.
2. All computers and IT related items for recycle must be thoroughly cleaned prior delivering to electronic shop.
3. Electronic Shop personnel must be made aware of any spills and potential chemical contamination of the recycle items if a thorough and/or internal cleaning/decontamination is not possible.
4. No recycle items should be dumped elsewhere without consulting and obtaining approval from the electronic shop personnel.

Hazardous Materials Handling:

Any items suspected to contain or be contaminated with the following hazards must not be sent to electronic shop for repair: asbestos; toxic heavy metals including (but not limited to) lead, mercury, cadmium, arsenic; acutely toxic or highly hazardous chemicals, including (but not limited to) cyanides, azides, lachrymators. These items should instead be marked clearly for proper disposal as hazardous waste.