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: 18 June 2021
Changes in this revision:

- No occupancy limit – users shall maintain 1.8m separation
- No requirement to wear gloves except as necessary for work with chemicals
- Room reservations not required. Tool reservations are required for Silane deposition, PDMS tools, Objet printer, laser welder, laser cutter, Keyence microscope, CNC Drill and Sonoplot.

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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 are required at all times in the labs. Cloth, medical and N95 masks are all acceptable.

Maximum Occupancy of Labs (by room):

There is no occupancy limit in the lab. Users shall maintain a 1.8m (6 ft) separation while working.

SPECIFIC LABORATORY PROTOCOLS

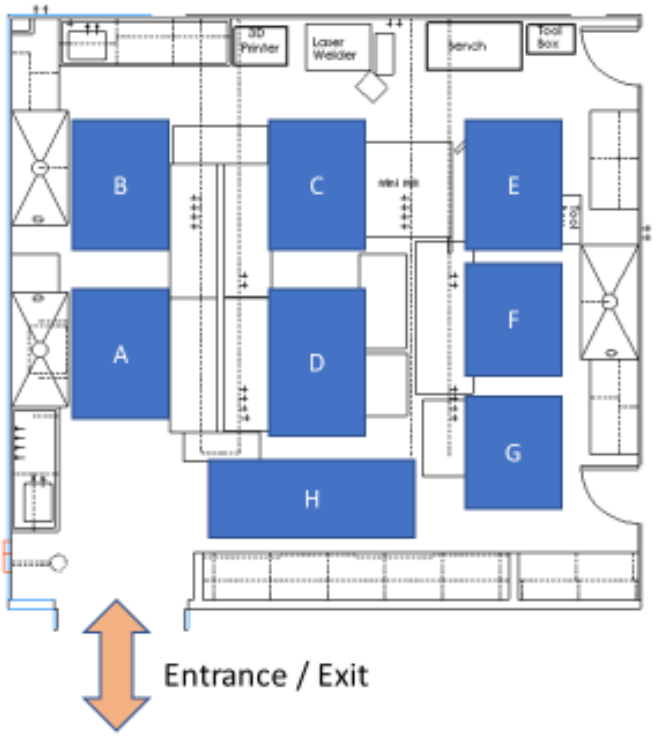
Using FBS to reserve time in the lab and tools

- FBS reservation software is used to reserve most tools on the lab. 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
- Detailed instructions for making lab reservations, and for getting started with FBS may be found on the lab Wiki here.

- 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.

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 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.



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

A. Silane vapor deposition, device assembly
B. Ultrasonic cleaner, Thinky mixer, spin coater
C. Laser welder, assembly bench
D. Sonoplot, CNC drill
E. Haas mill, workbench
F. Laser Cutter
G. Keyence
H. Olympus microscope

Tools without zones: ovens, Objet. Users are not at the location for very long, so social distance will be established by negotiation with anyone else in the area.