

Storage Policy and Materials Usage

BioMEMS Laboratory Cleanroom

Rutgers University Department of Biomedical Engineering

Shelving unit:

- All materials belonging to specific users or labs should be stored in clear plastic bins, such as VWR part number 3309-00-CLR, and preferably covered with a lid. The following should be written clearly on every bin:
 - User Name (If applicable)
 - Lab Name
 - Lab Director's NameIf one user or lab is using too much space, they will be asked to consolidate.
- Items on the top shelf labeled "BioMEMS Lab Only" should be used by BioMEMS Lab members only.
- Any useful items that are donated to the facility for general use should be stored in the shelf area labeled "General use / donated".
- Any items that are left around the room on any surfaces that do not belong to the facility should be moved to the shelf area labeled "Unknown, to be removed end of week". At the end of the week these items will be either thrown out (such as used substrates), or moved to the "General use / donated" area if they are useful (such as unused substrates).

Refrigerator and Chemical Cabinet:

- Photoresist and developer containers should be labeled with the name of the user, lab, and/or lab director as applicable.
- Photoresist and developer belonging to the BioMEMS Laboratory are not for general use unless prior arrangements have been made with the lab director.
- Please remove materials that belong to you which are no longer useful so that they do not end up taking up storage space indefinitely.

Tools:

- Tools belonging to the facility should be cleaned, dried, and put back where they belong after use.
- Tools belonging to users should be stored in bins on shelving unit.