**Standard Operating Procedure (SOP)**

**Glue Dispenser**

**First Time Use**
1. Safety. If you are unsure, please contact the Office of Environmental Health and Safety Radiation Officer at x2822
2. Read Drexel University Laboratory Safety Manual
3. Read operation procedures in IJ Fisnar Liquid Dispenser manual
4. Complete initiation training protocol from senior laboratory personnel

**Safety Equipment**
1. Disposable gloves

**Safe ON Procedure**
1. Put on safety equipment as outlined above
2. Turn ON the Nitrogen line by switching the main Nitrogen valve next to the entry door and the Nitrogen line in the clean room
3. Turn ON the switch located in the front of the liquid dispenser
4. Select the appropriate syringe and the syringe tip.
5. Select proper pressure by rotating the black dial
6. Depress the foot pedal as long as you want to dispense the glue/liquid from the syringes.

**Safe OFF Procedure**
1. Make sure the foot-pedal switch is not pressed.
2. Turn OFF the switch located at the back of the spin-coater
3. Turn OFF the Nitrogen line by switching the Nitrogen lines in the clean room and the main Nitrogen valve next to the entry door

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<tr>
<th><strong>Emergency Contacts:</strong></th>
<th>Prof. Adam Fontecchio</th>
<th>Wayne Hill</th>
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<tbody>
<tr>
<td>Public safety: x2222</td>
<td>Lebow 131</td>
<td>Director of Lab Services</td>
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<tr>
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<td>215-895-0234 (o)</td>
<td>Commonwealth 219</td>
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<td>401-743-7835 (c)</td>
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<td>215-873-4846 (c)</td>
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| **Senior Personnel:** | Hemang Shah, Lebow 132, 215-895-1498, 267-608-6488 (c) |

*This document is available online at [http://www.ece.drexel.edu/photonics/Facilities.html](http://www.ece.drexel.edu/photonics/Facilities.html) or by clicking the Laser Safety icon on any laboratory computer desktop*