Standard Operating Procedure (SOP)

Rubbing Machine

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. 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 vacuum pump located next to entry door
3. Turn ON the switch located on the motion controller
4. Turn ON the switch located on the motor for the roller
5. Select proper speed percentage (max. rpm = 2500) on the motor controller
6. Select direction of rotation (forward/reverse)
7. Select speed on the plate controller by varying the coarse knob
8. Select direction of the plate (CW/CCW)
9. Make sure the substrate to be rubbed is dry before placing it on the sample plate.
10. Move switch from OFF to ON on the plate controller
11. Remove the samples if required or else switch the plate direction. Vary the speed as required.

Safe OFF Procedure
1. Make sure the sample plate is not moving
2. Turn OFF the switch located on the roller motor
3. Turn OFF the switch for the plate controller
4. Turn OFF vacuum pump located next to entry door

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<tr>
<th>Emergency Contacts:</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>
<td></td>
<td>215-895-0234 (o)</td>
<td>Commonwealth 219</td>
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<td>401-743-7835 (c)</td>
<td>215-895-4952 (o)</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 or by clicking the Laser Safety icon on any laboratory computer desktop.