Standard Operating Procedure (SOP)

5µm and 10µm Dry Spacer Boxes
Located in Lebow 334, the yellow room.

First Time Use
1. Read Drexel University Laboratory Safety Manual
2. Complete initiation training protocol from senior laboratory personnel

Safety Equipment
1. Disposable gloves

Proper Use of Spacer Box
1. Put on safety equipment as outlined above
2. Turn on nitrogen (N₂) system located in clean room foyer
3. Make sure nitrogen valve on wall above glass scriber is “ON”
4. Make sure regulators on spacer boxes are “OFF” (0psi)
5. Load samples in the correct box.
6. Make sure that you’re using the correct box for the spacer size desired
7. Place desired amount of spacers in the blocks located on the sides of the box using proper spatula
8. Close and latch door
9. Increase regulator pressure to ~30psi
10. Squeeze valve open for about 3-5 seconds
11. Decrease regulator pressure to 0psi.
12. Wait at least 5 minutes to remove samples from spacer box.
13. Upon removal of samples, close and latch door to prevent dust from entering the box
14. Turn off nitrogen system and all valves when leaving the clean room.

NOTE: Never cross contaminate the spacer boxes. Please use the right size spacers in the correct box.

Emergency Contacts:

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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.