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Procedure for **Cleanroom Dirty Work Permit** Application and Decontamination Protocol

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
4	DCN2781	Update for nomenclature and branding	8-31-23	M. Kochan	P. Loganathan

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE

1.1 The purpose of this document is to [decontamination protocol and work permits in place for dirty work activity within the cleanrooms at the NY CREATES facility](#) are:

- Communicated and coordinated with all affected parties (i.e. tenants, departments, etc.)
- Communicated and coordinated with the [Contamination Control Engineer](#).
- Performed in accordance with this protocol to maintain cleanroom integrity.

2. SCOPE

2.1 A [Cleanroom Dirty Work Permit \(CFM-01005-F1\)](#) must be completed:

- Anytime work activities within a cleanroom space have the potential to affect cleanroom quality [standards](#) with regard to particulate count, [airborne molecular](#), [airflow](#), vibration, fumes or other contaminants.
- Prior to opening cleanroom doors to the outside environment, [or within the cleanroom environment](#).

2.2 These work instructions apply to all [NY CREATES](#) employees, tenant employees, contractors and sub-contractors that are engaged in work activities within [NY CREATES](#) facility cleanrooms.

3. DEFINITIONS

3.1 [Cleanroom Dirty Work](#): Any activity that includes:

- Use of [“non-cleanroom”](#) or [“dirty”](#) materials that may contaminate the cleanroom.
- Use of fume, [odor](#), and [outgassing](#)-producing materials.
- Cutting, [welding](#), [coring](#), drilling or other abrading activities.
- Vibration producing activities.

- 3.2 Contamination Control Engineer is currently the cleanroom supervisor. In his absence, either Lead Cleaner will act as a backup.

4. ASSOCIATED DOCUMENTS

CFM-01005-F1: Cleanroom Dirty Work Permit Application

5. RESPONSIBILITIES

Compliance with this procedure is the responsibility of the contractor, tenant or NY CREATES employee responsible for the dirty work activity.

6. EQUIPMENT

- 6.1 Use of a HEPA vacuum cleaner will be required to control particle contaminants emitted during a dirty work procedure.
- 6.2 Use of a snorkel exhaust will be required to control vapors emitted during a dirty work procedure.
- 6.3 Use of portable or bubble enclosure / partition is required to control particle contaminants.
- 6.4 Use of portable MAMA fan is required to purge chemical leaks or odor-related contaminants inside the cleanroom.

7. PROCEDURE

- 7.1 If the dirty work activity is a component of work requiring another type of permit (i.e. tool install), the requestor shall present the Cleanroom Dirty Work Permit at the daily permit meeting and obtain the cleanroom supervisor's signature. The daily meeting is currently held in CESTM, room CR-1 from 8:30am to 9:00am, Monday through Friday (see work permit authorization procedure for details). The Cleanroom Contamination Engineer can be contacted directly for approval a minimum of three (3) days in advance of the work.
- 7.2 Two (2) copies of the permit form shall be submitted. One (1) shall be returned to the requestor and one (1) shall be kept by the Contamination Control Engineer for record.

- 7.3 The duration of a Dirty Work Permit may not exceed more than one (1) week. New permits shall be submitted each week to maintain accurate information on the status of the work being performed as well as to serve as a reminder to those affected by it.
- 7.4 The permit form shall not be modified (i.e. addition of contractor logo, etc.).
- 7.5 A **Dirty Work Permit Instructional Form** is provided for reference and example in Appendix 'A'.


8. RECORDS

Completed [Cleanroom](#) Dirty Work Permits shall be kept on file on file by the [Contamination Control Engineer](#) for at least one (1) year.

9. APPENDIX

- 9.1 **Appendix A** – Dirty Work Permit Instructional Form

Appendix A – Dirty Work Permit Instructional Form

	Cleanroom Dirty Work Permit Application	Form Number/Rev # CFM-01005-F1
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Requestor: John Public Phone #: 518-555-1234
 Company: ABC Contracting
 Sponsor: Prasanna Loganathan - NY CREATES
 Start Date: February 23, 2024 Time: 9am
 End Date: February 23, 2024 Time: 11am
 Bldg./Location: NFN Cleanroom

Proposed Cleanroom Dirty Work Procedures:
 Describe proposed "Dirty Work" activities including type of work, location, procedure to contain dirty materials, EHS issues, vibration creating events and any other pertinent information. Attach sketches and supporting documentation as required.
 Cut hole in cleanroom ceiling to install new sprinkler head. Use HEPA vacuum to collect all debris created by cutting process.

By: John Public February 21, 2024
 Applicant Signature Date

NY CREATES Required Modifications:
 None

The Above Dirty Work Permit Application Is:
 Approved as stated in proposed CFM-01005
 Approved as stated in proposed CFM-01005, except as modified above
 Not Approved - Submit a new plan

 Contamination Control Engineer Signature Date