



## STANDARD OPERATING PROCEDURES *du Jour*

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### Entry Procedures:

1. Notify the team via WhatsApp that you are entering the lab.
2. Wash your hands before entering the lab.
3. Follow all ITAR procedures and enter lab using UTEP ID.
4. When entering the lab, try not to touch the door handle. Use a paper towel.
5. At table at entrance:
  - a. Clean hands using hand sanitizer. Please use your own personal sanitizer until sanitizer is provided for you on the table.
  - b. Put on a pair of nitrile gloves. Please use your own personal gloves until gloves are provided for you on the table.
  - c. Sign the log sheet provided on clipboard. Be legible! Every person entering lab must sign in, including people you may be escorting.
6. Using the white bottle with bleach solution, spray coat your desk, chair, keyboard/mouse, and door handles. Make a fresh solution if necessary. Use a paper towel or rag to help ensure surface is completely covered. Let surfaces remain wet for 5 minutes. Dry the surfaces if necessary.
7. You may dispose of the gloves unless you are going to use or touch any equipment outside of your own personal desk area.

#### Bleach Disinfectant Solution

- Once mixed, solution is only good for about 24 hours.
- Pour old solution down drain in bathroom.
- Mix new solution using measuring cup in a 1:50 ratio.

### Working Procedures:

1. Notify the ECE office at [ecefrontdesk@utep.edu](mailto:ecefrontdesk@utep.edu) when you arrive and leave UTEP.
2. Obey social distancing. Keep at least six feet between yourself and others.
3. If you must work close with another person, wear a mask and gloves and avoid personal contact.
4. If you are to use or touch any equipment outside of your own personal work station, wear a pair of nitrile gloves.
5. Disinfect any surfaces with bleach solution before any after any skin contact.
6. Printer room will have its own log sheet.

### Exit Procedures:

1. Repeat steps 3-5 of *Entrance Procedures*.
2. Be safe. Wash your hands and surfaces and obey social distancing!
3. Notify the team via WhatsApp that you have left the lab.
4. Ensure the trash can is in the hallway as you leave.