

Rev.	ECO	Description	Author	Approved by	Date
A	37-350	Initial Release	M. Gabutti	RFGoetze	01/25/16

Massachusetts Institute of Technology
Kavli Institute for Astrophysics and Space Research (MKI)
CCD TRANSPORTATION, HANDLING & STORAGE REQUIREMENTS

Dwg. No. 99-03006
 Revision A
 December 15, 2015

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1.0 Preface

Revision A is the Initial Release of 99-03006.

2.0 Scope

This policy describes the requirements to handle, transport, and store CCDs within MKI.

3.0 Materials Required

- CCD Assembly
- CCD Jewel Case
- CCD Pelican Case

4.0 Personnel Requirements

- ESD Awareness training
- Cleanroom Awareness training
- CCD Handling Awareness training

5.0 Policy

1. CCD Assemblies of all quality/performance grades require compliance with this policy.
2. CCD Assemblies shall be mounted inside a jewel case, except when being used for inspection, test, or integration.
3. Jewel cases (containing the CCD Assembly) shall be stored inside the cleanroom desiccator.
4. Jewel cases (containing the CCD Assembly) shall be transported in the Pelican case when moved outside the cleanroom.
5. CCD Assemblies shall be installed and or removed from their jewel cases only while inside the cleanroom's Class 100 laminar flowbench, operating and outfitted with the following equipment:
 - 5.1. ESD dissipating, grounded work-surface and floor mats.
 - 5.2. ESD grounded wrist straps.
 - 5.3. ESD ionizing blower, operating and directed at the CCD working area within a three-foot range.
 - 5.4. ESD safe tools.