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1 PURPOSE


- 1.1 Contain the use of lead based solder in the EDEV Lab.

2 SCOPE – APPLIES TO WHERE & WHEN THE PROCEDURE IS USED

- 2.1 This procedure applies only to the EDEV Lab and those employees who use the lab to perform duties as required.
- 2.2 Lead is a known hazard. This procedure aims to reduce the exposure and possible transmission of lead in the facility.
- 2.3 Due to a mix of products using lead and no lead (RoHS) based production processes, it is a requirement that the EDEV group maintain the ability to use lead based solder.

3 DEFINITIONS AND ACRONYMS

- 3.1 RoHS
- 3.1.1 Restriction on Hazardous Substances, commonly known as RoHS, RoHS2, China RoHS. International legislation regarding hazardous materials.

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4 GRAPHIC (IF NEEDED)

4.1 N/A

5 RESPONSIBILITIES

5.1 EDEV lab users

5.1.1 Engineers, Technicians, and others who perform work in the EDEV lab area, are responsible for adhering to this and other applicable safety procedures.

6 PROCEDURE

6.1 EDEV lab has 3 areas where soldering occurs.

6.1.1 Development technician work area.

6.1.2 Test engineer work area, occasional public use.

6.1.3 Public work area.

6.2 When required use of lead based solder is determined, the lead solder kit shall be deployed to facilitate this work.


6.3 Key areas to address when working with the lead solder kit.

6.3.1 Communication – When working with the solder kit display “Caution Lead Work Area” sign. Notify others you will be working with lead solder.

6.3.2 Prevent cross contamination - When performing work using the solder kit move all lead free tools and supplies out of the way as to prevent inadvertent use.

6.3.3 Contain hazardous material - Use only tools designated for lead soldering. Do not splash lead based solder on floor or throughout work area. Clean solder tip only on designated cleaning station provided in the kit.

6.3.4 Clean area when finished - When work is complete; pickup and return tools to kit. Clean work surface; sweep any solder fragments and place into designated bag, wipe down work surface with lead cleaning wipes, wash hands with either lead cleaning wipes or soap and water. Inspect work area; confirm no fragments remain on floor or work surface.


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7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST

Required Record

8 REFERENCE FORMS / TEMPLATES / DOCUMENTS

Form / Template / Document Title	Location
Soldering Guideline EHS-200-138	
Safety Glasses EHS-200-114	
Industrial Hygiene Sampling Plan EHS-200-119	

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9 CURRENT REVISION'S TRAINING REQUIREMENTS


Training requirements are determined by the document owner.

1. Select Awareness **and/or** Formal training requirements.
2. List (below) the functions or groups that require the training.

Select (mark X)	Training Type	Training Definition
	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
X	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.



Functions/Groups that require Awareness to this procedure:

- Awareness: List here the function(s) or group(s) that require Awareness training.
 - N/A
- Formal: List here the function(s) or group(s) that require Formal training.
 - Electronic Hardware Development Group
 - Select individuals who request access to the lab area.

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10 REVISION HISTORY & APPROVAL

Revision History			
Rev	Description of Change	Author	Effective Date
A	Initial Release	KLB	7/11/16

Approval of Current Revision		
Name / Function	Signature	Date
Keith Bremel / Dev Tech		7/11/16
David Chua / EDEV mgr		7/11/16

