

SpecTek Electro-Static Discharge (ESD) Handling Guideline

(Revised: October 12, 2006)

- All ESD sensitive devices shall be handled with care.
- Customers shall take ESD safe handling precautions when unpacking and packaging SpecTek ESD-sensitive devices.
- When transporting or shipping ESD sensitive devices, they shall:
 - Be packaged in such a way as to prevent them from moving or spilling in the shipping container
 - **Not** be bundled with regular shrink-wrap type plastic or packing tape
 - Be contained in a plastic or metallized static shielding bag
 - **Not** be packaged with regular shipping Styrofoam, bubble wrap (or similar) packing materials. All packaging materials shall be ESD safe.
 - Be packed at an ESD safe workstation within an ESD protective area by personnel wearing either:
 1. A static dissipative smock and static-dissipative shoes or conductive shoe covers (OR)
 2. A static dissipative smock and grounding wrist strap connected to a continuous wrist strap monitor
- SpecTek cannot, and shall not, be responsible for damaged product if ESD safe handling and packaging precautions are not taken. SpecTek reserves the right to return incorrectly packaged returns.
- Avoid excessive handling of ESD sensitive devices; hand oils contribute to device damage.
- Workstation surfaces shall be grounded to electrical or earth ground and be static-dissipative.
 - A grounded, static-dissipative tablemat may be used to cover conductive workstation surfaces.
- ESD-safe workstations shall be on grounded static-dissipative flooring or have a static-dissipative floor mat attached to earth or electrical ground.
- Packages containing ESD sensitive devices, it shall be opened in ESD protected areas on ESD safe workstations.
- ESD sensitive devices (inbound or outbound) shall not be removed from ESD safe workstations, or transported, without being placed in ESD safe static-shielding containers or bags.
- SpecTek products or memory modules shall be stored or displayed in ESD safe containers until ready for use.