

BRAE Laboratory Policies/Procedures
Adopted: October 2009

1. Priority for laboratory/facility usage is as follows:
 - a. Regularly scheduled classes (including BRAE 240, etc.).
 - b. Supervision courses (senior project, special problems).
 - c. Club/extracurricular activities.
 - d. Professional development/research activities, unless directly related to a specific course.
 - e. Use by ITRC employees.
2. A student working in a lab must be accompanied by another individual at all times. Note: Labs 6 and 7 are considered to function as a single laboratory. See Note 3 regarding qualifications of individuals.
3. Laboratory activity/usage shall only take place under the responsible charge/supervision of a qualified individual. That individual will be present and available during all activity. At the conclusion of the work period, this individual will oversee all clean-up procedures. Qualified individuals may include:
 - a. Instructor
 - b. Departmental technician
 - c. Staff personnel
 - d. Assigned student assistant
 - e. Approved student
4. Insufficient clean up/organization may result in the loss of laboratory use privileges.
5. No tools/equipment from the tool boards and associated storage areas are to be removed from the lab area.
6. Reserve (backup) tools/specialty equipment may be checked out for short term (one day) usage. Check out tags or clipboards must be used to record equipment loans.
7. All damaged/faulty equipment will be reported to the department technician(s) at the earliest opportunity.
8. All laboratory projects and materials must be directly related to a class, BRAE Dept. Club, or professional development (Faculty/staff) activity. A **signed work permit** is required for each project, and must be on file in the lab 6/7 technician's office.

9. Repair costs resulting from equipment misuse are the responsibility of the user or project sponsor.
10. Each project sponsor (student or otherwise) is financially responsible for consumables used.
11. Only materials designated as “scrap” are available for project use at no charge. Departmental supplies (nuts, bolts, etc) and remnants are only available on an exchange basis. Any exchange will be overseen by the person in responsible charge, and documented.
12. Each individual must provide his/her own personal equipment (safety glasses, welding gloves, leathers, etc).
13. Individuals working in the shop area must wear **safety glasses** and appropriate clothing. No shorts or open-toed shoes are allowed. Proper welding apparel must be used during welding of any type.
14. Students must be “checked out” prior to the usage of each piece of equipment. Set-ups on equipment including the plate shear, press brake, lathes and milling machines must be approved by the person in responsible charge, Example; Technician, Qualified Faculty member, or qualified Student assistant.
15. Projects of large size or scope that might affect shop use or accessibility must be approved by the department head and technician.
16. Vehicle parking on the shop apron is prohibited, with the exception of 1) project material loading and unloading purposes, 2) ITRC vehicles in designated spots, 3) BRAE faculty/staff in designated spots.
17. Anyone in violation of safety rules may be asked to leave the premises until the insufficiency or violation is corrected.
18. Faculty members and staff will immediately stop any work that is considered unauthorized or which appears to be unsafe.

Other general items

1. Technician will be available for student assistance during regular posted hours. Shops and associated tool boards will remain fully secured otherwise.
2. All work on student projects, Club projects or professional development/research projects, must be done during regular hours M-F 8am to 5pm and Sat when assigned student assistant or qualified faculty member is available.
3. Students must plan ahead for lab use during posted hours and remember to give sufficient time for clean up each day of lab use.