PROTOTYPING FACILITY @ QUALCOMM INSTITUTE (CALIT2)

POLICIES AND PROCEDURES

The intent of the policies and procedures outlined in this document is to ensure that an environment is created in which lab users can work together safely and productively. These policies and procedures will continuously adapt to changes to our facility as it evolves.

SAFETY

The Safety guidelines are outlined in separate documents and must be followed by all users. By requesting to become a user of the Prototyping Facility, the user ("participant") acknowledges to follow these safety guidelines, and to possess the required knowledge and skills to safely, responsibly and expertly operate the tools and machines he/she is approved to use.

- All users must follow the GENERAL SAFETY GUIDELINES.
- In addition, to operate any machine, the user must follow the related MACHINE SAFETY GUIDELINES.
- To use a soldering iron, the user must follow the SOLDERING SAFETY GUIDELINES.

GENERAL LAB RULES

1. Access to the various labs and facilities needs to be explicitly granted to each user, and may be limited in time duration, as well as time(s) of the day and/or day(s) of the week. A user should not be using the facility outside of those times, unless with express permission from the Prototyping Facility Senior Staff.
2. Card reader access is a privilege and is not automatically extended to each user. E.g., for a group, such access may be reserved for a select subset of team members. As a result, it is possible that team members without card reader access may be unable to enter the facility when they are not accompanied by those team members with card privileges or when staff is present, even if it is during those times that they are allowed access.
3. Do not leave the doors to the lab open if no staff of the Prototyping Facility is present. Always close the doors when you are the last person to leave the lab (even if you are only walking out for a minute).
4. Do not let people into the lab when the doors are closed, unless they are member of your team.
5. Equipment on hourly recharge and any equipment in times of increased usage must be reserved.
6. Approval must be obtained before removing tools or equipment belonging to the Prototyping Facility from the labs.
7. Approval must be obtained before leaving anything in the machine shop unattended. Items left in the machine shop will be treated as abandoned and will be removed and possibly disposed of.
8. Some standard tooling (drills, end mills, blades, etc.) may be available for use but users should assume they will need to purchase their own tooling which must be approved before use in the shop.
9. All materials must be approved for use in the lab and for use on any given machine.
10. Return all tools to their proper storage when you are done using them for that day or when you will be not using them for an extended period of time.
11. Users found misusing any equipment will be subject to disciplinary action. Lab access privileges may be revoked (lab fees will not be reimbursed).
12. Please do not leave valuables unattended.
13. Be respectful of other people's space, materials and tools.
14. The design and assembly space is no place for loud and messy operations; use the shop.
15. Use common sense and practice good shop etiquette.
16. When assigned a work space, keep it uncluttered. Do not occupy work spaces not assigned to you.
17. If you are unsure about something or need help, just ask; be willing to help others when you can.
18. Food and beverages that are not offensive or disruptive may be enjoyed in the design and assembly space. No food or drinks in the shop.
19. No pets are allowed (except when permission is given).
20. Undergraduate students must also strictly follow the additional rules described in POLICIES AND PROCEDURES FOR UNDERGRADUATES.