

Student Shop Guidelines

Fall Quarter 2000

The student shop is for use of faculty, staff and students of Materials Science and engineering and other Engineering Departments; however, for safety and security reasons please observe the following guidelines:

1. Kevin Soderlund is on call daily for equipment instruction and tool check out.
2. Kevin Soderlund is partially supported through cost center revenues, therefore if you need his assistance for extensive consultation or fabrication (i.e., 1/4 hr or more), please supply a budget number for recharge purposes.
3. All users must have proper training on equipment before it is used. Kevin Soderlund is in charge of the shop and must be notified before anyone new to the shop uses equipment. If you have not been trained, he will arrange for proper training.
4. For safety and security reasons, prior approval for shop use is required. It is against University policy for anyone to work in the shop without proper supervision. If you must work on weekends or after normal business hours, it is required you have at least one other person in attendance to be able to assist you in case of an emergency.
5. Equipment and tools can be used free of charge, however, you are liable for equipment and tool breakage. It is also requested that you furnish your own supplies or provide a budget number for replacement of supplies used.
6. Specific shop safety regulations are posted inside the shop on the door. Please read them.

Students may not use the MSE machine shop until they have an approved MSE Shop Training Affidavit on file (attached).