

# CSULB MAE Machine Shop Rules & Regulations

## LAB SAFETY

**All students using the machine shop must have taken the Safety Tour and passed the Safety Exam prior to commencing ANY work. You may schedule a safety tour by contacting a lab technician.**

Lab instructors, club advisors, and research advisors are required to provide safety training to their students/members prior to working with any lab equipment. In addition, students must sign the *Lab Safety Verification* form.

In the event, the instructor, club advisor, or research advisor is unable to provide the safety quiz and or Lab Safety Verification form please contact a lab technician to be accommodated.

Lab Safety training materials can be found in the link below: <http://www.csulb.edu/college-of-engineering/lab-safety>

### **Report the Following to Technicians:**

- Any unsafe practices observed.
- Any equipment damaged or found to be defective.
- All injuries, no matter how minor.
- All chemical spills, no matter what the material.

## SAFETY INSTRUCTION VERIFICATION

To protect the health and safety of CSULB students and to minimize the potential for accidents, students enrolled in laboratory activities and fieldwork shall be instructed regarding safety rules, regulations, and practices associated with the use of laboratory materials, equipment, and other items identified as potentially hazardous by the instructor.

The following procedures shall be followed.

- Each department in consultation with the College Dean, shall determine which courses or course sections are covered by this procedure. The list of specified courses will be maintained in the Dean's office and appropriate departmental offices.
- Students enrolled in these courses shall be provided with appropriate safety instruction and shall certify that they have received such instruction. [Click here for a sample safety instruction verification form.](#)

- Faculty shall verify that all students enrolled in the course receive safety instruction.
- The signed certification forms shall be maintained in the appropriate departmental office for three academic years.
- Refusal to sign the certification form may lead to withdrawal of the student from the class. Disagreements involving the request for compliance shall be referred to the appropriate department chair for resolution.

### **MACHINE SHOP PRIORITY**

1. Senior projects (Conducted during senior design lab time. For work conducted outside of lab time, a Work Request form must be approved and signed by the professor, then approved and signed by a Lab Technician prior to scheduling an appointment).
2. Class projects (Conducted during class time. The instructor for the class must be present while work is being conducted).
3. Club projects (Work Request form must be approved and signed by the club's faculty advisor, then approved and signed by a Lab Technician prior to scheduling an appointment).
4. Research projects (Work Request form must be approved and signed by research advisor, then approved and signed by a Lab Technician prior to scheduling an appointment).

#### **Other Important Information:**

- The MAE Machine Shop is only to be used for work related to a Senior Design Project, Class Project, Club Project, or Research Project. No personal projects can be worked on in the MAE Machine Shop.
- No equipment is to be used while a class or lab is in session in the machine shop.
- No equipment is to be used without a signed and dated Work Request form, and final approval of a Lab Technician.
- MAE Machine Shop scheduler is located in ET office 22-B, contact a Lab Technician to view.
  - Large white board calendar will be displayed for quick referencing in the machine shop.
- To use the 3D printers (BigRep Studio, Markforged 2, and Snapmaker) in the machine shop, the cost of consumables and the material should be covered and approved. The cost will be estimated based on material, support material, and other needed materials to process the print.

### **WORK REQUEST FORM:**

- The work request form can be obtained through one of the lab technicians.
- Signed Request form must include a part drawing and manufacturing plan prior to being signed and approved by the lab technician.
  - Details regarding the required manufacturing plan are specific to the work being requested, for more information please contact a lab technician.
- To schedule an appointment outside of class/lab time or for a club/research project please **provide a 2-week notice.**
  - Work Request forms submitted without a 2-weeks' notice will be considered but desired appointment times are not guaranteed.
- Please communicate any confusion regarding the work request form to a lab technician as no work can be conducted without outside of class/lab time can be conducted without an signed and approved work request. Failure to get the work request form approved could delay your project.

**"Notice: Technicians will supervise and instruct you while working at the machine shop, making sure safety and operation procedures are being followed. It is your responsibility to work on your project and meet the required deadline. Students and/or faculty in charge of the project must be present for completion of work."**