

PROTOTYPING FACILITY @ QUALCOMM INSTITUTE (CALIT2)

POLICIES AND PROCEDURES FOR UNDERGRADUATES

These rules do not replace the general Policies and Procedures, but are in addition to those. Undergraduates are required to follow the policies and procedures outlined here, in addition to those in the POLICIES AND PROCEDURES document. Students can only access to facilities and use the machines when they have been approved to do so, and only for those access hours they have been approved for.

ALWAYS (I.E., DURING REGULAR BUSINESS HOURS, EXTENDED BUSINESS HOURS AND AFTER HOURS):

- Students have to comply with all POLICIES AND PROCEDURES of the Prototyping Facility.
- Students are only allowed to solder when another authorized user is present.
- Students are only allowed to use machines (including drill press and 3D printer) when another authorized user is present.
- Students are only allowed to use the Machine Shop when a trained member of the Prototyping Facility staff is present, unless explicitly approved otherwise.

DURING EXTENDED BUSINESS HOURS AND AFTER HOURS:

- Students are not allowed to work alone, and another authorized user has to be present.

DURING AFTER HOURS:

- Students must have signed and submitted the After Hour Waiver for Undergraduate Students with their Request for Access.
- Access to the Machine Shop, the Wet Etch Lab or the Laser Cutter Room is not allowed.
- Students cannot operate any machines.
- Students are not allowed to solder, unless a qualified supervisor is present. A qualified supervisor could be a postdoc, researcher, professor or university staff who are themselves an authorized user of the Prototyping Facility, and trained and proficient in soldering.
- Another authorized user has to be present at all times.
- Students can only enter those parts of Atkinson Hall they have been given access to.
- Students cannot let anyone else into the building or lab (unless specifically approved).
- Students are “liable for instrument and lab condition to greater extend than during regular business hours”.
- If the students are not on the Calit2 payroll, they will need to notify the Design Studio by email in advance when they will be in the Studio. They also need to send an email when they leave.