

**Faculty Machine Shop and Repair Room
Department of Chemistry & Biochemistry
Plan for Access and Training
039 BRL**

Philosophy of Access. Other units and departments on campus operate effective machine shops with access for properly trained individuals. Their rules of operation were consulted and adopted in compiling this plan. It is our goal that the Chemistry & Biochemistry Department's Faculty Machine Shop should operate with:

- ✓ a maximum level of safety
- ✓ a maximum level of convenience
- ✓ a minimum level of "red tape"
- ✓ an appropriate level of oversight

Access to 039 BRL will be divided into three categories of individuals:

Staff Access. Access by department staff members is granted by Dave Murray. Staff members should be trained in the use of the equipment that they intend to use. If staff members are not trained, then they should not use the equipment until they can be trained by a fellow staff member who is familiar with the safe operation of the equipment.

Faculty Access. Access by department faculty members (not their groups – the faculty themselves) is at their own discretion. As in all other matters of safety and training in the labs of PIs at UD, faculty PIs are responsible for the safe operation of equipment and procedures that are conducted as part of their research programs. If they are not trained, then they should not use the equipment until they can be trained by a staff member or other willing individual who is familiar with the safe operation of the equipment. The "buddy system" is a mandatory requirement for use of the faculty machine shop. We recommend that you additionally notify a third person when you will be using the facility.

Postdoc and Graduate Student Access. Access by department postdocs and graduate students is at the discretion of the supervising PI of that student or postdoc. As in all other matters of laboratory safety and training at UD, faculty PIs are responsible for the safe operation of equipment and procedures that are conducted as part of their research programs, including the use of the equipment in the Faculty Machine Shop. Faculty PIs should properly train their students and postdocs in the use of equipment in 039 BRL, and they should document such training. A task-specific Standard Operating Procedure must be developed by the PI as part of this training, and it should be added to the training documentation. Following this training, the PI should use his/her discretion in the granting of machine shop access to the graduate student or

postdoc: training does not immediately equate to readiness. The “buddy system” is a mandatory requirement for use of the faculty machine shop. We recommend that you additionally notify a third person when you will be using the facility.

Undergraduate Student Access. Undergraduate students are not permitted to use the Faculty Machine Shop.

The following additional safety and courtesy rules must always apply:

1. Sue James (The Keymaster) will only issue a key after the PI indicates to her that permission has been granted, and that s/he has properly trained his/her group member. This must be in writing (e-mail is sufficient).
2. Training and access should be machine-specific. For example, access may be granted to use the grinder, but not the lathe.
3. A log book will be used to enter all uses of the equipment. All users must sign and date the log book.
4. Only faculty with needs for the use of the Faculty Machine Shop should permit their graduate students and postdocs to enter and use the facility.
5. The use of the facility is restricted to operations that are specifically for UD-related work. No use is allowed for home-improvement jobs, automobile repairs, or other non-UD jobs.
6. Each user must clean up after use of the shop. Note in the lab book if the previous user left the shop in an unsatisfactory condition.
7. Do not share the key with unauthorized members of the group. A “group key” is not allowed. The PI grants access **by individual** and **by instrument**, not by group.
8. Oversight of the facility will be by the Chair of the Safety Committee (when s/he feels qualified to judge and handle these responsibilities), or by a designee of the Chair of the Department (when the Chair of the Safety Committee does not feel qualified to judge and handle these responsibilities). The designated individual does not provide training, nor does s/he determine access.