

## Student Contract for Laser Cutter Use

*This agreement is for Laser Cutter Use Only. This agreement only permits access to the Laser Cutter Room in the Fab lab. It does not permit entrance to adjacent rooms or the shop. It does not permit use of other equipment.*

### **PLEASE READ THESE POLICIES PRIOR TO SIGNING THIS CONTRACT:**

- All students must take laser and fire safety trainings to use the laser cutter. If you are not in the UMass EH&S “Approved for Laser Cutter Use” database, you may not enter the laser cutter room.
- Access to the Lab is for authorized users only.
- There is no space for storage - what you bring in you must take out.
- All users are expected to clean up after themselves by recycling or appropriately disposing materials before leaving the Lab.
- Check posted list for APPROVED LASER CUTTING MATERIALS on blog and in lab.
- This is a state-funded facility, and as such may not sponsor “for profit” functions in the Lab. Users are not allowed to use the Lab for building things to be used as fundraisers or to directly sell to others. The Lab supports users who are using the Lab as part of educational or research activities.
- Sharp objects must be properly disposed of.
- No food or drink in the labs.
- Alcohol, drugs, and all controlled substances are prohibited in the Lab at all times and users deemed to be “under the influence” or fatigued are not allowed to enter the Digital Fabrication Lab or use any of the equipment.
- Before operating a laser cutter independently, new users must either
  - take a course where they are trained, or
  - attend a laser cutter orientation and complete a laser cutting job, or
  - take the online laser cutter training, pass the online evaluations, and pass a test under technical supervision.
- **Only (3) students will be allowed in the lab at the same time, to maintain social distancing.**
- **After using the equipment, students are responsible for sanitizing the machine and the computer. Cleaning supplies will be provided.**
- **Students are required to wear a mask at all times in the lab.**

*Red items indicate COVID Era restrictions in place during the pandemic*

### **HOW TO LOSE LAB PRIVILEGES:**

Actions that may result in the loss of your access privileges are listed below (these are not all inclusive, but are intended to provide examples). There are consequences of not following these policies; based on the level of policy violation, access to Computer Labs, Design Fabrication Lab and Shop access may be singularly or simultaneously revoked for the semester, or year.

- Not following posted policies
- Not following directions given by the Lab Manager
- Allowing others access to the Lab without Lab Manager approval
- Lending the access card to another person
- Deliberately attempting to bypass approved safety or Lab use processes
- Deliberately attempting to degrade or disrupt systems or equipment performance ▪Not watching the laser cutters at all times
- Propping or leaving the access doors open
- Using the Lab equipment for producing items for resale ▪Bringing in materials that are explicitly not allowed
- Bringing drugs/alcohol into the Lab
- Coming to the Lab “under the influence” or extremely fatigued (users may be asked to leave and come back once refreshed)
- Failing to supervise the laser cutter while the machine is operating

**ACTIONS THAT MAY LIMIT YOUR ACCESS TO SUPERVISED TIMES ONLY:**

- All students are supervised unless they have monitor status.
- Any Monitor failing to consistently offer monitor supported hours or committing violations (Monitor Status will be rescinded)

**ACTIONS THAT MAY RESULT IN FINES:**

- If users operate machines negligently, or misuse the machines to where repairs are required, they will be liable to pay for those repairs.
- If users cause a fire in the Laser Cutters to where repairs are necessary, they will be liable for the cost of repairs or part replacements.

**LASER EMERGENCY: FIRE**

In case of a sustained and growing fire in a Laser Cutter, press the emergency stop button on the machine to kill all power to the machine and the laser, use the mounted CO<sub>2</sub> extinguisher (aim at the base of the flame and sweep side to side), close all doors in the room, and leave as you call 911 describing your location and nature of the situation.

Remember, University policy does not require you to attempt to put out the fire. You always have the option to escape to safety immediately.

Then please call the Lab Manager and/or Shop Supervisor immediately.

**LASER EMERGENCY: INJURY**

In case of any injury in the lab, laser related or otherwise, all work in the lab should be halted. If the injury involved the machine immediately press the emergency stop on that machine. Depending on the severity of the injury the student may be escorted to University Health Services where they should immediately notify the front desk that this is a lab related injury. If the injury constitutes an emergency call 911 describing your location, room number, and the nature of the situation.

Then please call the Lab Manager and/or Shop Supervisor immediately. Work should not continue until the injured party has left the lab and the Lab Manager or the Shop Supervisor, or the first responders have cleared the students to continue working.

**LASER CUTTER APPOINTMENT ETIQUETTE:**

**Late Start:** Users must start cutting within 10 minutes of the scheduled start time. If not cutting by then, the unprepared user may be asked to forfeit their time. When users finish early they are encouraged to let the next user know as soon as possible that a Laser is available.

**No-shows:** If a user fails to show up for their appointment, they may lose signup privileges and may have limited access in the future.

**Walk-Ins:** Walk in access is only offered during specified monitored hours and operates on a first come, first served basis. Students with an appointment will be given priority. Students that show up without fully prepared files will be moved back in the queue to allow fully prepared students to cut first.

**PLEASE SIGN AND DATE BELOW:**

- I have read the Laser Cutter Policies and agree to abide by them. I understand that not complying will result in the loss of laser cutter privileges.
- I have taken a laser safety training and I am in the UMass EH&S "Approved for Laser Cutter Use" database.

(Print name) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**STUDENT APPROVAL TO USE THE EPILOG LASER**

**Student is approved as a LAB USER:**

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

TA/Lab Manager Name: \_\_\_\_\_

TA/Lab Manager Signature: \_\_\_\_\_

**ADDITIONAL INSTRUCTIONS AND RESPONSIBILITIES FOR MONITORS**

Monitors will be granted card access in exchange for offering a minimum of three monitor supported hours per week. These hours must be coordinated with the TA(s) at the beginning of each semester and should be posted on the Laser Cutter Signup Calendar. Card access hours of operation are still limited to the general hours of operation for the machines.

Monitors assume responsibility for supervising the equipment and the operation of the lab during their monitor shift, and should be able to provide additional troubleshooting and software support for the students using the equipment. Additional training in trouble shooting and some basic service tasks will be included in monitor training sessions. Monitors are also there to help mediate access disputes between students. Monitors are responsible for the general state of the room at the end of their shift and should clean up scraps, trash, and abandoned materials, and other debris before handing the room off to the next shift. If the monitor does not directly meet with the individual hosting the next shift, they should turn off all equipment and the lights in the room before leaving.

*Maintenance of the equipment is the responsibility of the Fabrication Lab TA(s) or the Shop manager and not the monitors. Monitors should not be assigned to conduct these tasks, nor should they take it upon themselves to do so.*

**Student is approved as a LAB MONITOR:**

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

TA/Lab Manager Name: \_\_\_\_\_

TA/Lab Manager Signature: \_\_\_\_\_

*The TA or Lab Manager should email building admin to get the new Lab Monitor card access to the lab.*