

Crosby Laboratory Access and Use Policy

The Mechanical Engineering Crosby Laboratory (Crosby) and in particular the Thomas P. Hosmer '58 Design Engineering Center is covered by the following policy for access to the equipment, space, and staff in the facilities.

1. Use of the Crosby is generally restricted to students, staff, and faculty of departments within the College of Engineering with priority given to the Mechanical Engineering. Collaborative projects outside of the department are encouraged; however a Mechanical Engineering faculty member should be involved in the project in a substantial way to ensure the safety and appropriateness of the effort.
2. Students who are working on College of Engineering research projects, and students using the facility for a class taught in the College of Engineering, will be considered College of Engineering student users.
3. The Thomas P. Hosmer '58 Design Engineering Center is primarily used to support teaching and instruction. Classes and laboratories that meet in the shop areas will have the highest priority on all shop equipment, tools, and advice while the class is in session.
4. Crosby will be used for projects with an appropriate scope as determined by the Mechanical Engineering Laboratory Committee. Project scope will be evaluated in terms of complexity, supervision time, and time to complete the project. The staff, space, and machinery resources of the Crosby will be allocated on a prioritized basis among the many types of users. The prioritized list of users and activities in the Crosby are as follows:
 - I. Classes and laboratories that meet in the Crosby including the capstone courses and lab I, II and III
 - II. Assignments for other regularly scheduled classes
 - III. Independent study or research projects taken for credit
 - IV. Student club activities
 - V. Undergraduates and graduate students working with a faculty member on an instructional or research project
 - VI. Faculty and other university employees working on a research or instructional project

Students, staff, and faculty working on research projects will have a lower priority for space, machine time, and staff assistance relative to projects that support instruction. However, a large portion of the year, the demands of classes on the facility are low, at that point these research projects are the top priority and should be a focus of the staff and facilities.

5. Students who have completed safety and basic shop skills/shop orientation training will have access to the Thomas P. Hosmer '58 Design Engineering Center. The list for this training is posted in the lab and all student orientation expires on October 1 of each year and must be renewed annually.
6. Faculty and staff from academic departments and research centers who are qualified to use the Thomas P. Hosmer '58 Design Engineering Center area will be allowed reasonable use as space permits. Research units and other departments are expected to provide support for consumables and maintenance for the lab. For funded projects this can take the form of purchases of equipment and supplies. For unfunded projects this payment is an in-kind contribution to the laboratory. Examples of in-kind payment include vacuuming, sweeping, building tooling racks or other tasks that improve the quality of the facility for the next user. Assistance in training undergraduates in the use of the lab or documenting use of equipment is also a valuable contribution to laboratory operations. None of these restrictions apply to specialized equipment in research space which is under the control of the PI associated with that space.
7. College of Engineering faculty, staff, and students who have completed the basic on-line university safety orientation will have open access to the Student Project Area.
8. All participants in a student competition project or fabrication intensive design project must carefully read and sign the Rules for Crosby before they are allowed to work on the project.
9. Failure to consistently follow Crosby policies will result in temporary loss of access privileges at the discretion of the Crosby lab committee. Repeated violations of safety practices and policies will result to permanent loss of access.

Rules for Crosby Lab for Undergraduate Students

- No one is allowed to work in Crosby Lab without a faculty or staff member present in the building
- No one is allowed to use equipment until added to the authorized use list posted in the lab. All authorizations must be renewed annually
- In order to use any equipment you must sign up on the form PRIOR to use
- You must work in the lab with a partner or other person in the room to ensure safety and to contact help if needed
- You must first demonstrate competence in machining, welding, joining or other tasks prior to being allowed to work independently
- Failure to clean up the work area or to not sign in will result in appropriate actions.

The first episode will result in a request to clean up and a warning.

The second episode will result in a requirement to check in with a faculty or staff member and OK the signature before using the equipment again.

A third episode will result in a one week suspension of access to machine

I agree to abide by all rules and policies for the Crosby lab and for the Thomas P. Hosmer '58 Design Engineering Center.

Signature & Date:
