Safety Note:

(To be signed and given to the ME Office, TA or Instructor before using the

Laboratory HL031 and/or HL045)

The lab will be open for your use 24/7 during the term. We have added a “user ID card access” key to the HL031 lab. Your ID is/will be programmed to gain you access to the lab throughout the term. You must follow the security procedures of the lab. For HL045, there is a combination key access code that will be given to you.

During the COVID-19 restrictions, one must reserve a day and time. For HL031 use this link:  [https://outlook.office365.com/owa/calendar/HL031MEExperimentationLaboratory@wpi.edu/bookings/](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2FHL031MEExperimentationLaboratory%40wpi.edu%2Fbookings%2F&data=02%7C01%7Csullivan%40wpi.edu%7C96923376deac429dc61008d84b883670%7C589c76f5ca1541f9884b55ec15a0672a%7C0%7C0%7C637342395679459846&sdata=oAJKBgoXSNxNQnTPpxFcJiDrClC%2BOO5B3gSNU6gq%2B3I%3D&reserved=0)

For HL045 use this link: <https://outlook.office365.com/owa/calendar/HL045MEMQPLab@wpi.edu/bookings/>

In ADDITION to all safety procedures required by WPI, the ME3901/2 and MQP labs require:

1. You cannot be in the room after normal business hours (M-F 8:00am – 5:00pm) alone – a second person is required in the event of an accident or hazard.
2. You must use your ID card for access during all hours other than weekdays between 8-5. Even if another user opens the door, you must pass your ID card through the door lock.
3. Any missing or broken equipment must be reported immediately. Email to either master-technician Hefti or Prof. Sullivan ([phefti@wpi.edu](mailto:phefti@wpi.edu) [sullivan@wpi.edu](mailto:sullivan@wpi.edu) ) is sufficient.
4. Several groups use the lab. Each student must maintain a clean environment and not leave “experiments in progress” unless it has been cleared by an instructor.
5. Safety glasses are worn at all times that an experiment is in progress – which includes equipment setup. If your workgroup OR any adjacent workgroup is performing an experiment, safety glasses are REQUIRED for all.

I understand and agree to abide by the safety procedures outlined by WPI and the ME3901/2 and MQP Laboratories.

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Student name Date