**How to request Swipe Access to ECE Design Labs**

**Purpose:** This process is used to requesting swipe access to ECE Design Labs located in 234 Whittemore Hall and 363 Durham Hall. 234 Whittemore is used for ECE hardware development and 234 Whittemore is used for Robotics and Computer Engineering.

**Application:** Students enrolled in ECE 4805/4806 and members of the following organizations VT CRO, Inspirefly, and AMP. Special authorization can be requested via the Lab Manager.

**Process:** Swipe access to the mentioned labs can be obtained by completing the steps below:

**If the links for trainings don’t work. Go to (**[**https://ehss.vt.edu/train.php**](https://ehss.vt.edu/train.php)**) to select which trainings to sign up for.**

**YOU NEED THE FOLLOWING TRAININGS CIRCLED IN RED:**A screenshot of a computer

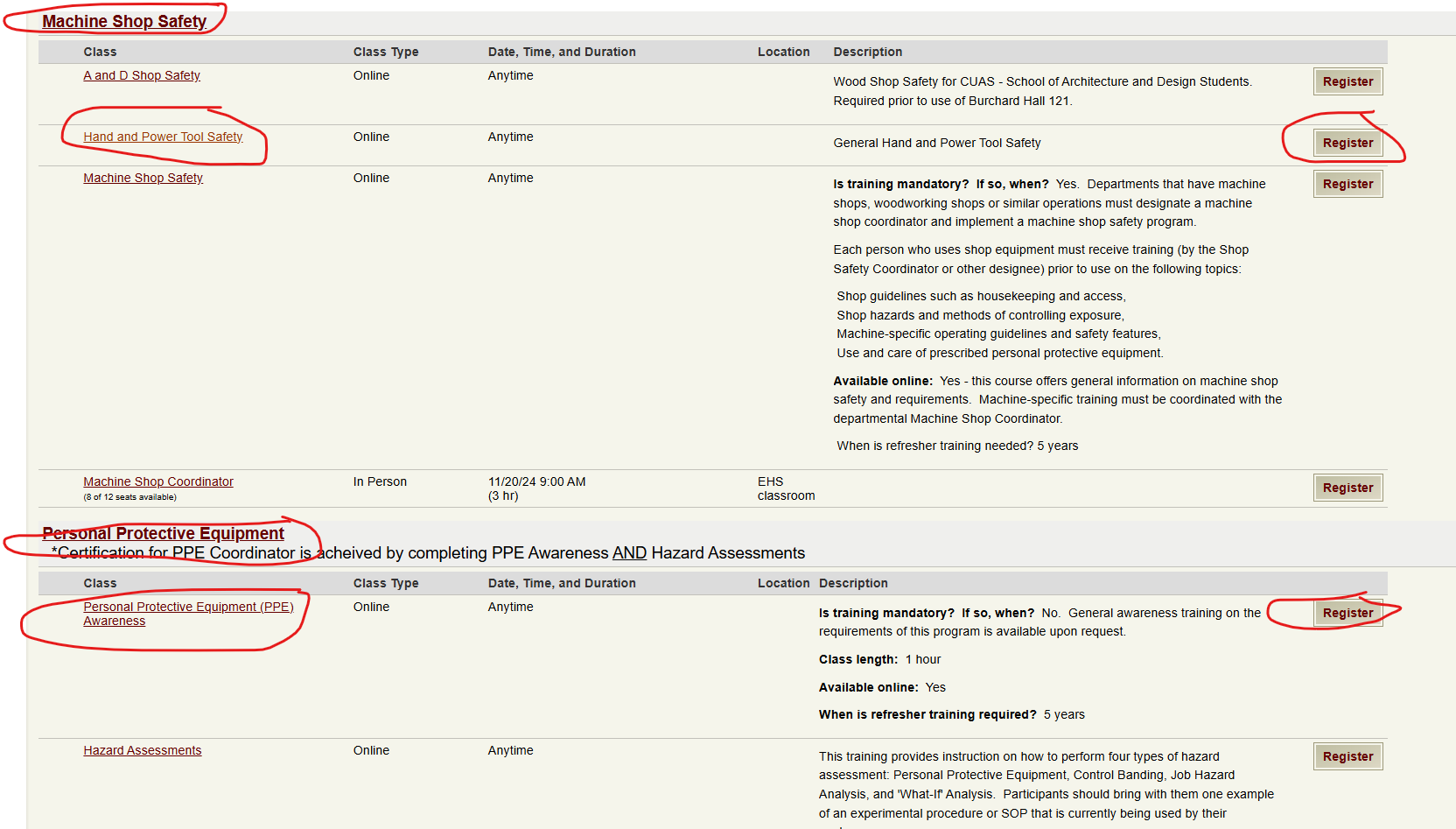
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**HOW TO FIND FIRE EXTINGUISHERS**

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**HOW TO FIND POWER TOOL AND PPE AWARENESS**



1. **Complete the following VT Environment Health and Safety (EHS) training:**

* Hand & Power Tool Safety
  + General Training/Hand & Power Tool Safety [https://www.ehss.vt.edu/detail\_pages/training\_details.php?training\_id=3021]
* Personal Protection Equipment (PPE) Awareness
  + Personal Protection Equipment / PPE Awareness [https://www.ehss.vt.edu/detail\_pages/training\_details.php?training\_id=337]
* Portable Fire Extinguisher Training
  + Fire and Life Safety/ Portable Fire Extinguisher Training [https://www.ehss.vt.edu/detail\_pages/training\_details.php?training\_id=331]

1. **Read the *Lab Policy*, as outlined on the website https://amp-lab.org/swipe-access**
2. **Read and Sign the *Lab Waiver*, as outlined on the website https://amp-lab.org/swipe-access**
3. **Submit Official Lab Access Request via Email**

Submit official Request via Email to the appropriate approving official as follows:

* **ECE 4805/4806** send the following information to MDE Instructor, Prof. Daniel Connors, dpconnors@vt.edu.
* **AMP Lab requests** should be submitted via email to Lab Lead, Phillip Bozzay [phillipb23@vt.edu](mailto:phillipb23@vt.edu). **For the request to be accepted, you must have already completed a** [**project proposal**](https://amp-lab.org/getting_started)**.**
* **Other requests** should be submitted to your organization’s lead (e.g. Inspirefly, VTCRO.

**Your Email should include the following:**

* + 1. VT EHS summary of training completed
    2. Signed lab waiver
    3. Identify the lab you are requesting access for, e.g., 234 Whittemore and/or 363 Durham
    4. Organization i.e., AMP, Inspirefly, VTCRO, ECE 4805/4806, etc.
    5. For AMP member applicants Only - include your project link