

Access Policies

Introduction

The purpose of this document is to introduce XXX users to the lab’s access policies.

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Lab Access Policy

All students, staff, faculty, and members of the general public (with [some exceptions for minors](#)) may enter XXX during open hours. Access to the facility does not denote approval ~~to use any particular tool or machine.~~

Machine Access Policy

Each tool and machine in XXX falls under one of the following five access levels. You can read the exact details on how to use each machine in the Equipment section of the XXX website.

<p>ACCESS LEVEL</p>  <p>NO SPECIAL INSTRUCTIONS</p>	<p>Access Level 1</p> <p>Anyone, regardless of age, may use these machines.</p> <p>No Special Instructions</p> <p>Examples of Level 1 Equipment: Computers and Printers</p>
<p>ACCESS LEVEL</p>  <p>SUBMIT YOUR JOB ONLINE</p>	<p>Access Level 2</p> <p>Anyone, regardless of age, may access these machines.</p> <p>Submit Your Job Online</p> <p>Examples of Level 2 Equipment: 3D printers, PCB router</p>
<p>ACCESS LEVEL</p>  <p>FOLLOW ONLINE TUTORIALS</p>	<p>Access Level 3</p> <p>Anyone, regardless of age, may use these machines.</p> <p>Follow Online Tutorials</p> <p>Examples of Level 3 Equipment: Laser Cutters, Vinyl Cutters</p>
<p>ACCESS LEVEL</p>  <p>FOLLOW STANDARD OPERATING PROCEDURES</p>	<p>Access Level 4</p> <p>Anyone 18 and older, or aged 14 through 17 with a liability form signed by their legal guardian, may use these tools.</p> <p>Follow Standard Operating Procedures</p> <p>Examples of Level 4 Equipment: Screwdrivers, Hand-Held Power Tools</p>
<p>ACCESS LEVEL</p>  <p>ATTEND TRAINING COURSE</p>	<p>Access Level 5</p> <p>Anyone 18 and older, or aged 14 through 17 with a liability form signed by their legal guardian, may use these tools.</p> <p>Attend Training Course</p> <p>Examples of Level 5 Equipment: Bandsaw, Drill Press, Miter Saw, ShopBot</p>

Machine Shop Access

Machine Shop Definition

The “Metal Shop” and “Wood Shop” are separate areas of XXX with their own rules.

Machine Shop Access

In order to use the Wood Shop or the Metal Shop, first you must speak with a XXX Teaching Assistant, who will go over the policies with you and ask you to sign a [Machine Shop Access Agreement](#). You will then be issued an Ability Badge, and you may enter the machine shops and use the hand tools (Access Level 4) by following the [Hand Tool Standard Operating Procedures](#).

You’ll find that just about every hand-tool in the lab has [Hand Tool Standard Operating Procedures](#) that direct you in safely using the tools. If you do not read these procedures, and a Teaching Assistant sees you using a flat-head screwdriver as a pry-bar, or using diagonal cutters to cut steel, they will bring it to the attention of a full-time staff member who may PERMANENTLY revoke your machine shop privileges.

The large machines in the wood and metal shops primarily fall under Access Level 5, so you need to attend the training course for each machine you want to use. Once you pass the training course for a particular machine (example: Drill Press), you will be issued a sticker for your Ability Badge, to visibly indicate you are approved to use that machine. You may only use machines that you are approved for, and breaking this rule will result in your shop access being revoked.

K-12 Policies

Individual Access

The policies for individual minors (persons under 18 years old) wanting to access XXX are as follows:

1. Individual minors must bring an adult supervisor who must remain present at all times. Transportation, meals, and other logistical and expense issues are the sole responsibility of the adult supervisor. Unsupervised minors will be asked to leave immediately.
2. Release Form: Minors and their legal guardian must sign the XXX [Release Form](#) and deliver it to a XXX staff member upon arrival. Minors arriving without a signed release form will be asked to leave immediately.
3. Individuals under the age of 14 may only use Level 1 equipment (computers and printers)

Group Access

The policies for groups of minors (persons under 18 years old) wanting to access XXX are as follows:

1. **Group Size:** Presently XXX has capacity for groups of up to five (5) minors. This is a hard limit and no exceptions can be made for larger groups.
2. **Group Supervision:** A limit of five (5) K-12 students per adult supervisor must be respected, and adult supervisors must remain present at all times.
3. **Planning:** Plans for K-12 activities must be documented in writing by the activity organizer. Consideration should be given and documented as to which machines students will be using, as well as transportation logistics such as pick-up and drop-off, meals, project storage, and any other logistics involved. A quick email to the [Operations Manager](#) usually suffices, he or she will approve the plans or let you know what is allowable within our policies.
4. **Release Form:** Participants and their legal guardian must sign the XXX [Release Form](#) and deliver it to the activity organizer. The activity organizer must ensure that every single participant (with no exceptions) has submitted a signed form, and must deliver these forms to XXX staff upon arrival. If a participant arrives without a signed form, they will not be allowed to participate in the activity.