



## Materials Science and Engineering – Undergraduate Instructional Laboratory Use Guidelines – Fall 2013

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The sole purpose of the Materials Science Undergraduate Laboratories is for instructional related activities for undergraduates in support of our educational mission. This includes, but is not limited to the uses listed below:

- a) Undergraduate Laboratories in support of lecture classes.
- b) Special projects including engineering club activities.
- c) Senior projects, or Senior Laboratory courses.
- d) Undergraduate students working under supervision of a graduate student for thesis, or dissertation work.
- e) Undergraduate students working as part of sponsored research and grants.

The Materials Science and Engineering Department undergraduate Laboratories are listed below, along with faculty in charge of the laboratories. Also included is the Lab Directors office, email and phone number.

Undergraduate Materials Preparation Laboratory, Rhines 141; Dr. Nancy Ruzycki, Rhines 150, nruzycki@mse., 352-xxx-xxxx.

Undergraduate Materials Characterization Laboratory, Rhines 115; Dr. Nancy Ruzycki, Rhines 150, nruzycki@mse., 352-xxx-xxxx.

Any faculty member teaching a laboratory course, or seeking use of a laboratory for any uses listed above is required to contact the laboratory director before first class meeting, or use of laboratory. This will allow for an understanding of training and support needed for successful use of the laboratory.

If an undergraduate student is working under a faculty member or graduate student, the supervising person must also be trained on the equipment of use. The supervising graduate student, or faculty member must always be present in the laboratory during the scheduled use times.

Safety in use of facilities is a high priority, and Undergraduate Laboratory Safety Guideline must be followed. Any student (graduate or undergraduate) must read and sign off on Undergraduate Laboratory Safety Guidelines. Any safety questions or concerns must be discussed with lab director prior to use of laboratory. Undergraduate students may not use the facilities unless a supervising graduate student or faculty member is present.

The use of laboratory facilities during scheduled instructional use time is not permitted. Instructional use of laboratories to support courses takes precedence over other use of laboratories, and any other use must not interfere with primary function of undergraduate instruction. The use of laboratories for activities other than scheduled laboratory classes require the filling out a "Request for Use of Materials Engineering Laboratory" Form. This form will be available in shared faculty drive. By signing the form, the faculty member takes responsibility for students working in the laboratory.

Any addition, removal, or modification of laboratory equipment or instrumentation requires prior approval from the lab director.

No highly hazardous materials may be used in the Undergraduate Student Laboratories ([https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_id=9761&p\\_table=standards](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9761&p_table=standards)). All waste generated by outside users must be stored in labeled waste container. Students must correctly document waste placed in waste containers. All materials used by outside users must be brought into the laboratory. There will be lockers available in the preparation lab to store non-flammable, non-hazardous materials and supplies. Any locks require a key or combination to be stored with lab director.

Once a request for use form is filled out by a faculty member and approved, a key code will be issued to the graduate or undergraduate student using the facilities for time period of use. Request form should filled out each semester for ongoing research, or key codes will be disabled. Key codes may not be shared, and may be disabled in cases of disregard for laboratory guidelines. Students are required to sign in and use equipment log books for ovens, and characterization equipment.

# University of Florida

## Department of Materials Science and Engineering

### Request for use of Undergraduate Student Laboratories

Date of Request \_\_\_\_\_

Name of Requester (Print) \_\_\_\_\_

Name of User (Print) \_\_\_\_\_

User is (circle) Undergraduate      Graduate      Staff      Faculty

User Contact Information

Phone:

Email:

Office Location:

Faculty Sponsor:

Faculty Sponsor contact phone number in case of emergencies:

Please fill in chart (add additional pages if needed)

<b>LIST EQUIPMENT and MATERIALS</b>	<b>HAZARDS ASSOCIATED WITH EACH</b>	<b>ENGINEERING CONTROLS NEEDED</b>	<b>PPE NEEDED</b>	<b>WASTE GENERATED</b>	<b>SPECIAL CONSIDERATIONS</b>	<b>TRAINING COMPLETED? PROVIDE COPY OF SIGN OFF AND KEY POINTS</b>

List time period of use (one semester is longest time request per form)

List the times and days, you would like to utilize the lab, for your key code access.

Signature of requester \_\_\_\_\_