

**LABORATORY USE AUTHORIZATION**

I \_\_\_\_\_, authorize the following student(s) to have access  
(Instructor)  
to Room \_\_\_\_\_, from (date) \_\_\_\_\_ to \_\_\_\_\_ **without  
Instructor supervision.**

| NAME _____ | *SIGNATURE _____ |
|------------|------------------|
| _____      | _____            |
| _____      | _____            |
| _____      | _____            |
| _____      | _____            |

\_\_\_\_\_ \*\*See attached list

Reason for lab use \_\_\_\_\_

Brief procedure description \_\_\_\_\_

\_\_\_\_\_

Additional equipment, materials and procedures that will be used. \_\_\_\_\_

\_\_\_\_\_ None \_\_\_\_\_

\* I have read, understand and agree to follow the “lab safety rules” written on the back of this sheet.

\*\* Students on the list have been instructed on the lab safety rules by \_\_\_\_\_ (instructors’ name).

INSTRUCTOR’S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

## **LAB SAFETY RULES**

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1. No horseplay or running will be tolerated in the laboratories.
2. Bare feet or open sandals are not permitted while working in the laboratory or shop.
3. Do not energize equipment without first noting that no one is in a position to be injured by your actions.
4. When working on projects where more than 120 volts exist between circuit points and/or ground, the student must get approval from the laboratory instructor before energizing the circuit.
5. Before applying power or connecting unfamiliar equipment or instruments into any circuits, read appropriate equipment instruction manual sections or consult with the instructor.
6. Equipment must be positioned on benches in a safe and stable manner.
7. Do not make circuit connections by hand while the circuits are energized. This is especially dangerous with high current/voltage circuits.
8. When any student is working in a laboratory with equipment energized, there must be at least one other person in the laboratory.
9. The use of 110 volt, 60 Hz plug-in cords with open wire or alligator clip ends is hazardous and may only be done with permission and direction of the instructor.
10. For safety reasons, metal cases of instruments and appliances are usually grounded, through the third wire ground. Any departure from the use of the third wire ground, e.g., "cheater plugs" may only be done with the specific instruction and supervision of the instructor.
11. Instruments with badly frayed or broken power leads are to be brought to the attention of the instructor and/or the technicians.
12. Food and beverages are prohibited in the laboratories. Smoking is not permitted in the building.
13. No chemical or electro-chemical experiments or activities, e.g., printed circuit board etching shall be attempted without proper instruction and/or supervision or in any areas other than those designated for that purpose.
14. When using equipment utilizing more than 10,000 volts, e.g., color T.V. circuits, precautions must be taken to guard against radiation, primarily x-rays.
15. Wearing of metal rings or watchbands when working around energized circuits, especially high current circuits, is to be discouraged.
16. Additional procedures and or utilization of equipment for other than designated use may not be performed without prior authorization.
17. Unauthorized persons may not be brought into the laboratories.
18. Special precautions must be observed with lasers in the photonics lab and microwave radiation in the microwave lab.