

Lab Usage Agreement

Subject of agreement

The subject of this agreement is the proper usage of the experimental laboratories located in **CNB/D/101.1-2** and **CNB/D/102.1-4** as well as all related equipment and tools. The objective is to improve safety, security and working ambiance for all lab members, while reducing risk of accidents.

Scope

This agreement applies to all persons entering the laboratories **CNB/D/101.1-2** and **CND/D/102.1-4** independent of affiliation, scientific degree or matter of business within the lab, further referred to as lab members.

This document is dated **08/05/2018**. It is valid until a follow up version of this document is released, which then replaces this agreement.

Structure of Document

The document is structured into four parts. The first section addresses safety and proper usage of workshop tools and lab material. The second part handles security matters such as lab access, confidential material, non-disclosed projects residing in the lab and the lab computers. Rules and guidelines for improving the lab ambiance are stated in the third section. The last section details the consequences of violating these terms.

Safety

All material and tools have to be used in accordance with the corresponding manuals or rationally and reasonably if none is available. Special and large tools or machines must not be used without permission and supervision of a qualified person unless stated differently.

Soldering

The solder fume extractor has to be turned on during each soldering process to avoid dispersion of soldering smoke. Usage of the reflow solder oven is only allowed outside the building and by making sure the gases cannot enter the surrounding buildings. The oven has to cool down before being taken back into the lab.

Accumulator handling

There is a fireproof metal cabinet for charging and storing accumulators. The accumulators should also be removed from any development device that is not in use, especially overnight or during weekends.

Drilling, milling and sawing

Material processing such as drilling, milling or sawing is only allowed for materials with known contaminant content. The Hoover has to be enabled and placed in a way that fine dust, chipping and slivers are captured properly. Protective glasses and gloves have to be worn during the whole process.

Hoover

The Hoover (model *Kaercher NT 35/1*) must not be opened by any means. The filter is changed qualified personell only, as it can contain harmful, contaminant fine dust. The Hoover is only used for material processing, not for regular cleaning.

Security

Access

In general, there is no admittance without the authorization by the administrative assistant of a participating research group. Furthermore, access is granted only after this agreement has been signed. Guests and visitors have to be supervised at all time by the responsible lab member or the person granting them access, further denoted as host. Rules of this lab agreement do also apply to visitors, the host has to inform them of these rules before entering the lab. The host takes full responsibility for their guests and is liable for them.

Doors and Windows

All doors and windows must remain closed at all times. The emergency exit to **CNB/D/100.005** has to be closed and locked. The second door to **CNB/D/100.005** must not be used at all. The exit doors and the floor leading to the emergency exit have to be kept clear at all times. The entrance doors from **CNB/D/100.002** to **CNB/D/101.1** and **CNB/D/102.1** have an emergency closing mechanism and must not be blocked at any time. The door to **CNB/D/100.002** to **CNB/D/121** must stay closed and locked.

Confidential material and undisclosed projects

Some of the projects in the lab are confidential, and as such, they must not be disclosed to the public. This document therefore also functions as *non-disclosure agreement (NDA)*. All lab members agree to keep undisclosed projects confidential. It is not allowed to demonstrate projects or material of other lab members unless discussed with the responsible lab member. Guests and visitors also have to sign this document. Alternatively the host must coordinate that all sensitive projects in the lab are sufficiently hidden beforehand.

Ambience

Each lab member contributes with best efforts to keep the lab clean, creating a comfortable and creative working environment. The cleaning staff is not responsible to clean up garbage and dirt.

Kitchen

The kitchen is free to use for lab members. It has to be kept clean all the time, for instance, each lab member is responsible to clean up after using the kitchen. Used cups and dishes are placed in the dishwasher. If the dishwasher is full, a cleaning tablets has to be inserted and the machine to be started. If the machine has finished, it has to be cleared by next person entering the kitchen. After using the sink, a towel is used to clean spills and spots. Students are expected to coordinate supplies and consumables like coffee, cleaning tabs, milk and sugar by themselves.

Fridge

Any member can place personal food items in the fridge. Do not use or consume others belongings, unless marked as free to take. Consumable items become free for all or can be thrown away after the expiry date has passed.

Workplace

As there are important guests visiting the lab, the individual workplaces have to be kept clean by the respective owner. Used coffee cups and dishes have to be placed in the dishwasher and the surface has to be cleaned with a towel from time to time. The same holds for shared workplaces (e.g. solder station). It has to be left clean. Individual computers and other electronic devices have to be turned off overnight, if possible.

Violation of Terms

This document has been setup in accordance with the respective professors. Any violation of these terms can result in exclusion from the lab and will, in any case, result in a notification with the corresponding professor.

References

- Lab information : <https://www.isg.inf.ethz.ch/ServicesStudentLabsCNB>

Lab Member (nethz id)

Lab Member (Full Name)

Date, Location

Signature Lab Member
