**After Hours Undergraduate Lab Use Policy**

ver: Nov 2013 MG

**Goal:** To ensure safe and proper use of teaching labs by undergraduate students outside of scheduled class time. Instructors should think about which labs can be done safely during off hours and which cannot. For those that cannot, the instructor should consider how to tailor the lab for the amount of supervised time available (just regularly scheduled lab time, or class time plus added time with TA supervision, etc.).

1. Safety Training
	1. Students are required to complete and pass the following EH&S online safety training courses. Certificate must be submitted to course instructor (printed or emailed). http://www.ehs.iastate.edu/my-eh-s/training
		1. Laboratory Safety: Core Concepts (every three years)
		2. Fire Safety and Extinguisher Training (every year)
	2. Students are required to complete a Risk Assessment Form for each lab experiment and return the completed form to instructor before the experiment can be started.
	3. Students are not permitted to use any equipment not necessary for their current lab experiment.
	4. Students may not work alone under any circumstance.
2. Room Access
	1. Instructors should choose one student in a team to be the “responsible” person who will have access coded on his/her keycard.
	2. Instructors should provide the list of student names, rooms, and time periods of access to Jackie Kester far in advance of use, preferably for the entire semester before it starts. Jackie will code ID cards for whatever period of time is required to complete the lab. Jackie will “de-program” that access on the date specified by the instructor.
	3. Doors must be closed and locked when the team leaves – no propped open doors without someone in the room.
	4. The key code system can track who was the last one to access the room and students will be held responsible for any damage, loss, or accidents when they access the rooms.
	5. Read-only access to the online CyPoint lab schedule is available to everyone in the department so they know if certain hours are available. <https://engineering.cypoint.iastate.edu/unit/MSE/TeachingLabs/default.aspx>
3. Chemical Access
	1. All chemicals will be stored in locked cabinets. No chemicals will be accessible to students outside of scheduled class time. This includes not leaving them under a hood. Every chemical cabinet is to be locked after each lab.
	2. If a student needs access to chemicals outside of class time, a TA or instructor must be present.