

Discovery Learning Center Laboratory - Access and Operations Policy

Purpose

The purpose of this policy is to define access privileges and responsibilities for people who need access and use of the Discovery Learning Center Laboratory (DLC Labs) resources.

Goal

The goal of this policy is to ensure every effort is taken to minimize the risks associated with working in our facilities.

Discussion

The Discovery Learning Center Laboratory is a resource that is required by faculty, staff and students of Marquette University's Opus College of Engineering for the completion of research and/or student projects. Equipment, machinery and materials found in the DLC Labs have hazards intrinsic to their use and require knowledge and training to prevent injury.

While it is recognized that students outside the Opus College of Engineering may use the space in Engineering Hall and even the Jaskolski Learning Lab, the purpose of this policy is to ensure the safety of everyone and ensure Marquette resources are used properly.

Access to DLCL resources is limited to those who have a valid Marquette University Identification Card (MUID). Should organizations with whom Marquette University has a signed agreement with to exchange knowledge and/or resources require access, an MUID shall be issued to those students and/or staff per University Policies and Procedures. This ensures that security or operational safety protocols are not unintentionally circumvented

Guests of an Opus College of Engineering faculty, staff or student who are interested in supporting student or faculty projects may observe shop operations but may not participate or use shop resources. They shall be required to follow all shop safety protocols. They shall be escorted by faculty, staff or trained student to be identified as the responsible party.

The Opus Dean of the College of Engineering may designate Guests who may obtain augmented access with due notification made to the Director of Operations. This covers contracted research work activities and/or contractor access. This class of guest would be given SPECIAL RESEARCH ACCESS and a limited use access card provided by the OPUS College of Engineering via the Operations Engineer or the Director of Operations.

Policy Declaration

DLC Labs has an access policy to continue its success in keeping student and staff injury free. This policy determines who has the privilege and responsibility for safe shop operations when professional staff is not present.

- The DLCL shop may be accessed by those with STAFF ACCESS at any time. The conditions of access are defined by their ACCESS RIGHTS which are defined below.
- The DLCL shop may be accessed by those with STUDENT ACCESS when those with STAFF ACCESS are available and agree to provide monitoring. The conditions of access are defined by their ACCESS RIGHTS which are defined below.

- The DLCL shop may be accessed by those with SPECIAL RESEARCH ACCESS (SRA) at any time. The conditions of access are defined by their ACCESS RIGHTS which are defined below.

Professional support staff are the primary holders of responsibility. Should professional shop staff not be present, the responsibility passes to the most senior Opus College of Engineering staff present who are trained in shop operations and who are willing to accept responsibility of shop operations. If senior staff are not willing to be responsible for shop operations, they shall securely close the shop.

Safe and secure operations means that all shop areas are maintained in a clean manner, equipment is operated by certified personnel and the shop spaces locked when closed.

The certification of personnel to operate machinery may only be performed by DLCL professional staff.

There will always be at least two people present when any machinery is operated. This is to provide emergency assistance should an accident occur.

Consequences

Should there be a violation of secure and safe operation of the DLCL by STAFF ACCESS, STUDENT ACCESS or SPECIAL ACCESS, it shall be reported to the Operations Engineer for action. Appeals of this any action taken by the Operations Engineer shall be made to the Director of Operations, and then to the Associate Dean of Academic Affairs of the Opus College of Engineering.

Promulgation

The University e-mail system, the DLCL web site and/or a signed notice shall be used as a means of communicating the methods of accessing the DLCL. The DLCL web site shall have the most current information concerning use of shop facilities.

Definitions:

Injury - any wound that requires trained medical staff attention at a local hospital or university medical clinic.

Employee - A Marquette University employee who is faculty, administrative or support staff who has a (MUID).

Student - Any person who is not faculty, administrative or support staff but who is a student of Marquette University and/or holds a (MUID)

STAFF ACCESS - Those persons designated by their MUID to be Employee are granted 24 HOUR ACCESS RIGHT to the DLCL. This privileged access comes with the responsibility for safe operation of the DLCL. STAFF ACCESS persons may safely run equipment that they are qualified to operate. They are additionally responsible for all events and operations in the shop. They also shall ensure that at least two persons are

present at all times for emergency assistance should an accident occur. This shop responsibility MAY NOT be delegated to anyone not holding Employee status.

STUDENT ACCESS - Those that are designated by their MUID to be a student or graduate student are granted **CONDITIONAL USE ACCESS RIGHT** to the DLCL. Those conditions shall be posted and signed training sheet by the student shall be kept on file in addition to communication methods previously noted. All **STUDENT ACCESS** persons shall ensure that Professional Staff is present at all times.

SPECIAL ACCESS - Those who are approved and qualified by the DLCL staff may apply for **SPECIAL ACCESS**. **SPECIAL ACCESS** grants a person the same privileges and responsibilities as that of **STAFF ACCESS**. **SPECIAL ACCESS** is for students who may possess an MUID that does not show that they are Faculty, Administrative, Support staff or Research Assistant status. It is also for contractor staff who have been given special access by the Opus Dean. **SPECIAL ACCESS** persons shall have in their possession a card issued by DLCL administrative staff. This allows them to comply with UPP 6-02 and UPP 6-07 should Public Safety require identification for after normal operating hour's access. Examples: Grad student research assistant performing research support work on a Sunday afternoon. Trek Engineer contracted to used wind tunnel for helmet testing.

Referenced documents

This policy references University Policies and Procedures. The UPP is found at <http://www.marquette.edu/upp/index.shtml> . If the provisions of this policy differ from those specified in the UPP index, the most restrictive requirement shall govern.

UPP referenced.

UPP 1-19: Smart Classroom Security Policy

[UPP 6-01: Accident/Medical Emergencies](#)

[UPP 6-02: Student After Hours Permits](#)

[UPP 6-07: University Identification Cards](#)