TSA ACCESS POLICY

<u>Spaces</u>

- Knight Campus Fabrication Lab (Room 003)
- Knight Campus 3D Print Lab (Room 009)
- Cascade Annex West
- Pacific Lab (Room 1)

Guidelines/Definitions

- 1. These spaces are to be used for approved research activities only.
 - a. Any exception requires written approval by the Assistant VP for Research Facilities.
- 2. Users who have sufficient training and approval to use certain machines will be allowed expanded access.
 - a. This use will be documented and shared with user, TSA staff, and Assistant VP for Research Facilities. Users will need to affirm they understand guidelines for access/use
- 3. No after hours or weekend student use until further notice (given staffing levels)
- 4. Failure to follow these guidelines will result in suspension or revocation of access.

Access Levels

- TSA Staff: 24/7 access
- Trained Users and Student employees: 8am-5pm access
- Untrained Users: Business hours M-F (8am-5pm) accompanied by TSA staff (contact via e-mail)
- Guests: By appointment

Additional notes:

To issue access users must agree to, and sign this agreement. The agreement requires users to:

- A) Sign up on a calendar (Clustermarket) before their planned visit
- B) Use the "buddy system" when accessing the space
- C) Keep the access code private
- D) Not train other users.
- E) Record all hours either in Clustermarket or report via e-mail to a TSA employee
- F) Access the space only between M-F, 8am-5pm.

Users in violation of the policies will have their access suspended, or revoked.

I understand the above policy and agree to use the space under the terms outlined above.

(Printed Name)