

## The Community Lab General Policies (Los Alamos Makers and Biodidact)

### Purpose:

These policies were developed to provide members a safe and creative environment.

These policies may change as the situation dictates and we will do our best to keep you informed.

### General Guidance:

- **Be safe** – Equipment can be dangerous. Heat, electrical, sharp, pinching. Know the capabilities and limitations of the equipment and yourself.
- **Be environmentally friendly** – Sustainability and science can go together. We strive to be respectful of nature. Avoid hazardous chemicals, reduce waste as much as possible and recycle whenever you can.
- **Be respectful** – the Makerspace is a community. What you do will affect others.
- **Be creative** – The Makerspace is here to help you make your ideas real. You can share your knowledge with others.

No smoking allowed on Makerspace property. This includes e-cigarettes.

No alcohol or illegal drug consumption is allowed on Makerspace property including the parking lot.

No operation of equipment while impaired. Includes but not limited to alcohol, drugs (prescription, over the counter, or otherwise), fatigue, etc. **This is a safety issue.**

**No dangerous or illegal projects.** If there is a question about your project, ask one of the Makerspace Technical Specialists.

If you are not qualified **or unsure** how to operate something, **ask for assistance**. Remember, no work is allowed before you've been given a safety briefing.

Always sign in as you come into the space, and enter your info in the activity log book. Fill in your name, email address, time, the equipment you've used and the name of your project.

Access to "Biodidact", the Biosafety Level 1 (BSL1) laboratory, has additional regulations and its own safety briefing. Absolutely no "experiment covered by the NIH guidelines" (Section III) is allowed. Please

check out this page for more information: <http://osp.od.nih.gov/office-biotechnology-activities/biosafety/nih-guidelines>

If something breaks, let the staff know so it can be fixed.

Follow all rules and guidance regarding safety equipment and dress and the directions of the Makerspace Technical Specialists.

Please wear your ID badge at all times. It identifies you as one of the select people who are members of the Makerspace!

### **Equipment Usage:**

Before members are allowed to work in the space, they must attend an orientation briefing. This will cover general rules of the Makerspace, tour of the space and equipment, and a safety section.

Prior to using some of the complex equipment on their own, members must successfully complete an authorization course. These courses can be scheduled on demand and for a nominal fee. It will cover setup and safe usage for both yourself and the machine. Basically, it covers how to get the most out of the equipment and to give you the knowledge to help you succeed. If even after taking the course, you do have questions or feel not comfortable using the equipment, please ask for assistance. **Do not just “wing it”!**

Some equipment may require an additional usage fee to cover supplies and utilities.

Due to staffing limitations, some equipment will not be available for use during certain hours. This schedule will be posted on the website. We are working to minimize the impact of this issue. If you need to use something outside of these hours, please let us know ahead of time and we will do our best to accommodate you.

If there is a high demand for a particular piece of equipment, we may set time limitations to ensure that all members have an opportunity to use it.

Minors will not be allowed to use some of the more hazardous pieces of equipment.

Although certain consumables are available to get you started on a project, members are responsible for providing their own consumables which include things like drill bits, saw blades, router bits, masking tape, glue, etc.

**Safety of members and equipment is important.** A member may be disqualified from using a piece of equipment if they are using it in an unsafe manner. If this occurs, they may retake the authorization course for that equipment.

Members may bring their personal equipment to the space. **However, we strongly advise members remove their personal equipment when leaving for the day. The Makerspace will not be responsible**

**for the equipment or preventing other members from using it.** Any damage or injury that may occur will be the responsibility of the owner of the equipment. Depending on the hazard risks of unauthorized operation of the equipment, the owner may have to provide access control.

### **Safety Equipment:**

Eye protection and covered shoes are required at minimum for certain equipment. Metal and wood working may be going on and things may be flying. No loose clothing, necklaces, lanyards, etc while operating machinery. Long hair should be put up. Rotating machinery could capture and pull loose items in and you with it. Depending on what you are doing, consider wearing steel toed shoes, ear plugs, gloves, etc. Just like consumables, the Makerspace has some personal protective equipment (PPE) available if you forget your own, but you are strongly encouraged to bring your own.

### **Lockers:**

Day Lockers: The space does not provide Day Lockers at this time.

Project Locker: The purpose of this locker is to provide members a space where they can store small personal projects and supplies instead of having to cart them back and forth. This locker is however a shared locker and the Makerspace will not be responsible for items stored in the locker.

### **Guests and children:**

Members are welcome to bring guests into the Makerspace for a tour. Please make prior arrangements with a Technical Specialist for clearance and an escort. **Guests will not be allowed to use the equipment**, unless they have a Day-Pass and have attended the necessary safety briefing. **This is due to safety concerns.**

We love children and one part of our mission is to introduce children to the concept of invention, innovation, Making, and to foster creativity. Parents or guardians who are members **may bring their children if they accompany them at all times.** We do ask that you be considerate of other members. Some people working on their own project may not appreciate the activity level of children in their area. There are also **safety concerns.**

Children who are not members may not use the equipment. The exception would be special events and classes.

Children attending a Science-Themed Birthday Party are the sole responsibility of the accompanying adults.

**Pets:**

**Pets are not allowed in the Makerspace.** This is in consideration for those who are allergic to animals and for the general safety of those animals and members.

Our goal is to provide a safe and supportive atmosphere. Members who violate these rules may be asked to leave. Repeat violation or extenuating circumstances may result in cancellation of membership.

**Questions, comments, suggestions?**

This document is a work in progress. If you have any questions about these policies or have some recommendations, feel free to contact us at [Hello\[at\]losalamosmakers.org](mailto>Hello@losalamosmakers.org). We've attempted to anticipate situations that may arise, but we are always open to suggestions for improvement.

This document was adapted from Oahu Makerspace policies.