

## Laboratory Policies

Electrical & Computer Engineering, Rowan University

Last updated by Philip Mease, ECE Technician, 9/4/12

[mease@rowan.edu](mailto:mease@rowan.edu)

- Seek assistance before/when operating unfamiliar instruments.
- Turn off instruments when finished work.
- Use appropriate cabling. Return any cabling neatly to the cable racks.
- Lab PCs are to be used primarily for undergraduate lab work. Do not leave lab PC's unattended running graduate research. If you need alternative computing facilities for such purposes, please contact the technician.
- Do not wear loose jewelry or clothing.
- Be familiar with the specific hazards of your workspace.
- Do not disturb others when they are working.
- Leaded solder and contaminated soldering equipment is prohibited in the ECE laboratories.
- Appropriate eye protection must be worn at all times during soldering or other applicable work.
- Do not leave soldering stations unattended. Turn them off when not being used.
- Thoroughly clean the workspace after you have finished your work. Any circuits, tools, components, etc... are not to be left on the bench. Items left behind will be removed from the lab.
- Be sure your hands are clean before using instruments.
- No food or drink of any kind permitted in any lab spaces – No exceptions!
- Faulty cabling, equipment, or instrumentation must be reported to the ECE technician immediately. Do NOT attempt repair.
- Any chemicals must be first authorized by the technician and do NOT enter the lab until they are approved. Upon approval, any MSDS must be placed in both the lab wall folder and on file with the technician. These chemicals must be stored and used in the fume hood only.
- Laboratories must be secured at all times. Do not leave doors propped open and be certain they are locked when you leave.
- All injuries must be reported using an "Accident Report Form" located in the wall folder in the lab. After appropriate medical attention is received, return the completed form to the 2nd floor office.
- In case of emergencies dial 911.
- Be professional – our laboratories house some of the most advanced instruments available today. It is your lab and mostly your responsibility to keep them clean, safe, and functional.