



# Boston University Photonics Center Shared Laboratory Usage Policy

---

## Prepared By

| Document Owner(s) | Project/Organization Role                         |
|-------------------|---|
| Helen Fawcett     | Manager, Operations and Technical Programs        |
| Robert Schaejbe   | Assistant Director, Operations and Administration |
| Thomas Bifano     | Director  |

## Version Control

| Version | Date     | Author  | Change Description   |
|---------|----------|---|--|
| 1       | 10-31-06 | Helen Fawcett                                 | Document Creation  |
| 2       | 11-02-06 | Helen Fawcett/Robert Schaejbe                 | Edits to original document   |
| 3       | 03-06-08 | Helen Fawcett                                 | Addition of Lab Policy and Procedure Posting and insertion in document |
| 4       | 12-23-08 | Helen Fawcett/Robert Schaejbe/<br>Anlee Krupp | Addition to Equipment Scheduling Policy, updated Appendix              |
| 5       | 03-04-09 | Helen Fawcett/Robert Schaejbe/<br>Anlee Krupp | Clarification to Equipment Scheduling Policy                           |

Boston University's Photonics Center may at its option, change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, users will be notified. Any such action shall apply to existing as well as to future users.

---

**Effective 11/02/2006**

BUPC\_Shared Laboratory Usage Policy\_03-04-09.doc

Latest Revision 5: 03-04-09

## TABLE OF CONTENTS

|          |  |          |
|----------|--|----------|
| <b>1</b> | <b>INTRODUCTION</b> .....  | <b>3</b> |
| 1.1      | Mission Statement .....  | 3        |
| 1.2      | Changes in Policy .....  | 3        |
| <b>2</b> | <b>GENERAL REQUIREMENTS FOR LAB USAGE AGREEMENTS</b> .....   | <b>4</b> |
| 2.1      | Fundamental Research (on-campus faculty and student research, education, and development of enabling technology) ..... | 4        |
| 2.2      | Incubator Companies .....  | 4        |
| 2.3      | Outside Commercial Entities.....   | 4        |
| 2.4      | Research Grants with outside commercial entities.....  | 4        |
| <b>3</b> | <b>USE POLICIES FOR SHARED FACILITIES</b> .....  | <b>5</b> |
| 3.1      | Safety .....   | 5        |
| 3.2      | Building Security .....  | 5        |
| 3.3      | Personal Property .....  | 5        |
| 3.4      | Labeling.....  | 6        |
| 3.5      | Visitors in the Workplace .....  | 6        |
| 3.6      | Failure to Comply with Policy.....   | 6        |
| <b>4</b> | <b>STANDARDS OF CONDUCT</b> .....  | <b>7</b> |
| 4.1      | Work Schedule.....   | 7        |
| 4.2      | Equipment Scheduling .....   | 7        |
| 4.3      | Personal Productivity and Protection.....  | 8        |
| 4.4      | Suggestions for Improvement.....   | 8        |
| <b>5</b> | <b>APPENDIX – POSTED POLICY AND PROCEDURES ONE-PAGE SUMMARY</b> .....  | <b>9</b> |

## **1 INTRODUCTION**

This document has been developed to explain the requirements of access and privileges to the shared laboratory facilities available at the Photonics Center. The document will describe what is expected of all members and the basic principles of practice and good workmanship standards that should be exercised at all time in the laboratory and cleanroom areas.

### **1.1 Mission Statement**

The mission of the Boston University Photonics Center is dedicated to academic educational enrichment, development of enabling technology, and assistance in commercialization of incubator companies in the field of photonics.

### **1.2 Changes in Policy**

This manual supersedes all previous user policies and memos.

While every effort is made to keep the contents of this document current, Boston University Photonics Center reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to users of the facilities.



## **2 General Requirements for Lab Usage Agreements**

### **2.1 Fundamental Research (on-campus faculty and student research, education, and development of enabling technology)**

The shared laboratories support the research and education of the students and faculty members. Access to the shared facilities is open to all academic members of the Boston University community. Access is also open to incubator companies who have an association with Boston University's research and entrepreneurship programs.

Outside not for profit organizations are also eligible for access to use the shared laboratories and will be charged at an academic rate for use of equipment and supplies as stated in the rate schedules established by the laboratory managers.

### **2.2 Incubator Companies**

The shared laboratories support the commercialization effort of incubator companies who have an association with Boston University's research and entrepreneurship programs.

Incubator companies housed at the university may use the shared laboratories at preferred internal rates. Once an incubator company leaves the university, they are still eligible to maintain rights of usage to the shared facilities at external rates.

### **2.3 Outside Commercial Entities**

If an outside company shows an interest in using shared facilities, it must be clear that their use is research related. No production of manufactured products for sale is allowed using any university equipment or in any university facilities. Outside companies must have a linkage to a faculty member and a letter of support for such a company must originate from a faculty member for submittal to the Director of the Center. The Director will determine if there is a benefit to allowing the company use of the facilities and what connection or contribution to faculty research can be made. The rates for usage of the shared laboratories will be at external rates.

### **2.4 Research Grants with outside commercial entities**

If an outside company shows an interest in collaborating with a faculty member at the Center, the outside company should submit a grant proposal to the Office of Sponsored Programs. It must be clear that no production of a manufactured product for sale is allowed on any university equipment or in any university facilities or by any university employees (including supported graduate students). If the grant is approved, the student being supported will have access to all shared facilities as in 2.1 Fundamental Research.

### **3 Use Policies for Shared Facilities**

#### **3.1 Safety**

The safety and health of users is a priority. The Boston University Environmental Health and Safety Office make every effort to comply with all federal and state workplace safety requirements. The shared laboratory workplace safety rules and regulations are the following:

- Follow the standard EHS protocols
- Follow all manufacturer suggested safety protocols for equipment or chemicals
- Ensure user is fully informed and understands the safety requirements for their process
- Ensure user has completed their laboratory safety and/or laser safety training annually

Each user is expected to obey safety rules and exercise caution and common sense in all work activities. Failure to do so will result in revoking access to the facilities. Section 5: Appendix includes a one page summary of safety information and contact numbers for reference.

#### **3.2 Building Security**

All users must follow the building security rules and regulations listed here:

- Follow the regulations per Boston University EHS Office
- Access to the shared laboratories must be granted by the lab manager through the electronic card key access, failure to be authorized by the lab manager may result in revoking privileges in the facility

Users are not allowed on Boston University property after hours without prior authorization from their supervisor.

#### **3.3 Personal Property**

Any items that belong specifically to the user or the laboratory with which the user is associated must clearly be labeled with the name of the users association or affiliation. If items are not properly labeled, it is not the responsibility of the lab manager to ensure that they are returned or not used by other users.

An example of labeling personal property would be:

Sally Sells – Professor Starfish USE ONLY

Any materials or items that are labeled for shared laboratory use are assumed to be general use items and should be handled as such.

### **3.4 Labeling**

As in the previous section, any personal belongings should be labeled as such by the user. Per the safety regulations set forth by EHS, all chemicals and their associated waste must be labeled properly by the user.

Users should alert and request permission from lab managers before bringing any chemicals or materials into the shared laboratory facilities that are not common stock items for compatibility and suitability for use in the labs/equipment. Failure to alert the lab manager with ample time for investigation will result in a failure to comply warning, unless the chemical or materials are escalated to a safety violation, at which point access to the shared laboratories will be suspended immediately (see 3.6).

### **3.5 Visitors in the Workplace**

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, users should confirm with the laboratory manager that the visitors may enter the facility and understand the restrictions placed upon the visitor.

### **3.6 Failure to Comply with Policy**

Failure to comply with listed regulations will result in a warning; a second offense will result in suspension of access to the laboratory for one week, and a third offense will result in suspension of access for one month and until lab safety training and shared lab training requirements are completed in a timely fashion. If a user finds any offenses, they should report the violation to the lab manager. If the lab manager is unavailable, the user should report to the main office at the Photonics Center and report the incident.

NOTE: In case of a spill or emergency, if the EHS protocol is not properly followed, membership to all of the shared labs will be suspended until Laboratory Safety is completed as well as re-training for the lab in which the incident occurred.

## 4 STANDARDS OF CONDUCT

### 4.1 Work Schedule

All users of the shared facilities are required to work during regular university hours and schedules unless given permission to do otherwise by both their immediate supervisor and the laboratory manager.

NOTE: Supervision is required at all time for undergraduate students when using shared facility equipment.

### 4.2 Equipment Scheduling

All equipment for use in the shared laboratories is available for on-line scheduling and it should be noted that only self-users are allowed to access these calendars with permissions granted from the lab managers. All equipment must be reserved online using the Google calendar. If the reserved user does not make their reserved time within 30 minutes of the scheduled time, that piece of equipment becomes available to other users.

- 4.2.1 Be sure to use the Equipment Scheduling Procedure (can be found on <http://www.bu.edu/photonics/research/sharedfacilities.html>) as a reference on how to sign up for equipment time and how to be identified including the instrument of use, your identity and how to get in touch with you the user (email and phone)
- 4.2.2 Advanced scheduling is allowed up to 14 days before your appointment. Appointments must be reserved between 9:00am and 5:00pm. Appointments made more than 14 days in advance WILL BE DELETED from the calendar. Exceptions to this policy must be approved by the laboratory manager.
- 4.2.3 On heavily utilized equipment, there is an established two hours maximum usage during 8 AM – 8 PM (M-F) with a maximum of six hours during the work week (M-F) unless authorized by the laboratory manager of that shared lab. The Google Calendar has this information posted on the equipment sign out – please ensure you are selecting the appropriate time and allocated appointment length or shorter.
- 4.2.4 If you cancel a scheduled appointment, send an email to the user group of the instrument and announce the time slot is now available- this is applicable until two hours prior to your scheduled appointment. A cancelled appointment may be rescheduled by another user as soon as it is announced via email.
- 4.2.5 Failure to delete a scheduled appointment within two hours of that appointment will be treated as a “no-show”, this will be considered a violation of the laboratory and the consequences are outlined in the one page Policy and Procedures for the shared laboratories (see Appendix for details – this is also posted in the laboratories)
  - 4.2.5.1 First violation – verbal warning

4.2.5.2 Second violation – loss of room access for one week.

4.2.5.3 Third violation – loss of room access for one month and required lab safety & equipment re-training

### **4.3 Personal Productivity and Protection**

As a common rule, users of the laboratories should never work alone. There must be at least one other person in the laboratory beside you at all times in OPF. For IOL and PML as a general rule someone else in your group should know that you are in the laboratory working on measurements.

Safety glasses and gloves are provided in all of the shared laboratories. Be familiar with the chemicals and materials that users are using and be sure to follow the recommended guidelines set by BU EHS, the shared laboratories, and OSHA guidelines. Approved safety glasses must be worn at all times in the OPF and IOL labs, except during microscope viewing. For PML safety glasses should be worn while using solvents and when completing any scribing/cleaving and hood work.

### **4.4 Suggestions for Improvement**

It is encouraged to add suggestions to the log book or individually to the laboratory manager via personal conversations or email. The concept is to provide an environment conducive to improving the educational and research areas of interest and an environment for continuous improvement.

## 5 APPENDIX – Posted Policy and Procedures one-page summary



# Shared Laboratory Facility Policies and Procedures

In case of EMERGENCY contact the following offices. **DO NOT** call 911.



### Gas Leak/Chemical Spill Contact:

24-Hour EHS Emergency Line:

**3-7233** (617.353.7233)

### Fire/Medical Situation Contact:

24-Hour BU Police Emergency Line:

**3-2121** (617.353.2121)

In addition to EMERGENCY calls, contact the appropriate lab manager:

Paul Mak – *Lab Manager OPF*: 3-8869 (617.353.8869)

Anlee Krupp – *Lab Manager PML*: 3-9045 (617.353.9045)

Chad Demers/Helen Fawcett – *IOL*: 3-8997 (617.353.8997)

All emergency calls must be followed up with a call to BU Photonics Center Offices:

**3-8899** (617.353.8899)

\*\*For other emergencies, consult the EHS safety and emergency instruction flip chart for the appropriate action and contact information.

### Policies and Procedures:

- Never work alone. There must be at least one other person in the laboratory beside you at all times in OPF. For IOL and PML as a general rule someone else in your group should know that you are in the laboratory.

- Approved safety glasses must be worn at all times in the OPF and IOL labs, except during microscope viewing. For PML safety glasses should be worn while using solvents and when completing any scribing/cleaving and hood work.

- Equipment scheduling:

a. All equipment must be reserved online using the Google calendar.

b. If the reserved user does not make their reserved time within 30 minutes of the scheduled time, that piece of equipment becomes available to other users.

- Policy and Procedures are intended to create a safe and orderly work environment for everyone and will be strictly enforced. Repeated violations may result in the loss of room access, as follows:

a. First violation – verbal warning.

b. Second violation – loss of room access for one week.

c. Third violation – loss of room access for one month and required lab safety & equipment re-training.

**NOTE:** In case of a spill or emergency, if the EHS protocol is **NOT** properly followed, membership to all of the shared labs will be suspended until Laboratory Safety is completed as well as re-training for the lab in which the incident occurred.

Please realize lack of proper EHS protocol can potentially contaminate or endanger other individuals or experiments in process.

**Safety is our first line of defense.**