

# Lab Protocols and Safety

Rev. 1.1

Pub. 2022-04-24

The rules described herein are set forth by the [Electric Guitar Innovation Lab](#) and [Interactive Music Systems Lab](#) (referred to herein collectively as “the lab”), and are to be adhered to for all lab-related projects, whether working within Rilly G11D, G11A, or elsewhere (referred to herein as the “lab space”).

Consult the available documentation for all equipment at:

[https://vjmedia.wpi.edu/Private:Riley\\_G11A](https://vjmedia.wpi.edu/Private:Riley_G11A)

[https://vjmedia.wpi.edu/Private:Riley\\_G11D](https://vjmedia.wpi.edu/Private:Riley_G11D)

## 1. General

- 1.1. Do not remove materials from the lab without written notice to and subsequent approval from VJ Manzo ([vjmanzo@wpi.edu](mailto:vjmanzo@wpi.edu)).
- 1.2. Do not leave personal materials (items not associated to an in-progress project) in the lab space without authorization.
- 1.3. If tools are damaged during use, or found to be damaged or non-functional, please notify Ryan McKenna ([rpmckenna@wpi.edu](mailto:rpmckenna@wpi.edu)) as soon as possible.

## 2. Soldering Irons

- 2.1. Do not use under the influence of drugs or alcohol
- 2.2. Always return iron to the metal holder
- 2.3. Use a fume extractor when possible
- 2.4. Always unplug the soldering iron and soldering station when not in use

## 3. Pickup winder

- 3.1. Do not use if alone in the lab
- 3.2. Do not use under the influence of drugs or alcohol
- 3.3. Unplug when not in use
- 3.4. Do not wear loose-fitting necklaces or clothing while using winder
- 3.5. Do not wear rings or bracelets when using winder
- 3.6. Do not wear gloves when using winder
- 3.7. Tie up long hair or wear hat when using winder
- 3.8. Wear safety glasses when using winder
- 3.9. **To turn on winder:** place one hand in your pocket, and use the other to turn on the switch. This mitigates the risk of inadvertently placing your free hand on a part that may become energized or start to move.

## 4. Dremel, Power Drills, Drill Press

- 4.1. Do not use if alone in the lab
- 4.2. Do not use under the influence of drugs or alcohol
- 4.3. Unplug when not in use
- 4.4. Tie up long hair or wear hat when using
- 4.5. Do not wear gloves when using Drill Press (OK to use gloves with dremel)
- 4.6. Wear safety glasses when using Dremel

## 5. Tube Amps

- 5.1. **To turn on:** Turn Master Volume all the way down, Turn "AC Power" ON, let sit for 1 min, then turn "Standby" to PLAY. Slowly increase Master volume to appropriate level
- 5.2. **To turn off:** Turn "Standby" to MUTE, then turn "AC Power" OFF

## 6. 3D Printer

- 6.1. Do not let the the 3D printer run unattended
- 6.2. Do not use under the influence of drugs or alcohol
- 6.3. **To turn on:** Turn the power switch on the back of the unit to "on"
- 6.4. **To turn off:** Turn the power switch on the back of the unit to "on"

## Revision History

Revision	Date	Description	Author
2021-02-15	February 15, 2021	Initial Release	Ryan McKenna
2022-04-23		Added 3D Printer Section	V.J. Manzo

## Authorized Users Signoff Form

Any contributor who is to use equipment or items belonging to the lab must be trained per the accompanying revision of the "Lab Protocols and Safety" document. Contributors must be re-trained on subsequent updates.

Printing and signing your name below constitutes an agreement to the following:

"I acknowledge that I have been trained on Lab Protocols and Safety, and will uphold these rules during all activities relating to or involving the lab."

**Printed Name**

**Signature**

**Date**