

Application Form for Access to Multidisciplinary Student Project Lab

To apply for access to the Multidisciplinary Student Project Lab, please provide the following information:

1. Describe the project, including a title and the types of fabrication that will be performed.
2. Identify the faculty advisor and sponsor.
3. State the length of the project and provide a project timeline showing major activities.
4. Identify any chemicals or solvents that will be used, and provide a material safety data sheet (MSDS).
5. Identify the design team manager, and include an e-mail address. The design team manager will be responsible for:
 - a) Access to and cleanliness of the area
 - b) Missing or damaged tools and equipment.
6. Upon demonstration of safety awareness, team members will be issued an ID access card. A student can demonstrate safety awareness through:
 - a) Successful completion of ME 220 or IME 150, *or*
 - b) Successful completion of online laboratory safety quizzes.
<http://www.tvgreen.com/Forms/safetest.htm>
(turn in a print out of final summary of quiz results)

Submit the above hard copy materials to Dr. Edmund Tsang, Associate Dean, College of Engineering and Applied Sciences, C242 Parkview Campus. The materials will be reviewed, and once approved, an ID access card will be issued for each group member.

7. The student also must follow the sign-in/sign-out procedure and other specific restrictions of the laboratory personnel, and sign the Liability Waiver and Release Form before ID card will be issued.
8. Each approved semester-long project will have a designated work area (bench) assigned to the team. The team will be required to place by the work bench an 8 x 11 inch poster describing the project, faculty advisor, and sponsor.