

## Ray W. Herrick Laboratories 'Resource Guide'

At Herrick, we strive for a culture of inclusion, respect, and community for all members of our team. To help achieve this, we ask that all students, faculty, and staff read and acknowledge the Herrick Research Guide yearly. Please also refer to the Purdue Faculty and Staff handbook for regulations and guidelines that extend to all Purdue organizations including Herrick Labs. If you have any concerns during your time at the labs, please reach out to Herrick leadership.

### Herrick Facility Access:

Specific onboarding and training protocols are required for access to, and continued use of, the Herrick facility. This information can be located on the Ray W. Herrick Laboratories Purdue webpage (<https://engineering.purdue.edu/Herrick>) under the 'Resources' drop-down tab – click 'New to the Labs'. Official check-out of the labs is required upon completion of your work with Herrick. This allows us to control lab access and follow related research. Information for the check-out process can also be found on the webpage under 'Resources' – click 'Leaving the Labs'.

### Communication:

Communication is conducted via Purdue email and Microsoft Teams. In order for Herrick to function smoothly, all correspondence is expected to be read and responded to in a timely manner. Occasionally, mass emails will be sent to the Herrick distribution lists as well. These emails might include, but are not limited to, upcoming events, notices on safety, and overall operations at Herrick Labs.

### Security:

HLAB is unlocked and open to traffic from 8am to 5pm. Otherwise, access is provided via card swipe of an authorized Purdue ID card. All outside doors of HLAB will be locked from 5:30pm to 7:30am on weekdays, and 24 hours on weekends. Do not let unauthorized individuals - those without keycard access - into the facilities during those hours. Undergraduates do not have access unless they are working with a Herrick team member who has acquired special permission from the Herrick director on their behalf. Physical keys will only be provided on an as-needed basis and when approved by Herrick personnel in charge of access. If difficulties with card swipe access arise, please contact a member of the administrative staff.

## Ray W. Herrick Laboratories 'Resource Guide'

### Cleanliness:

Offices, research areas, and shared spaces should be kept as clean and tidy as possible. Help the Herrick community thrive by respecting the facilities and your colleagues. Remember, we share our Herrick home with staff, faculty, students, and guests. On occasion, there may be designated 'clean-up days' of which participation is expected. However, we can keep this to a minimum by cleaning up our areas on a regular basis. Also, the custodial staff will not clean desk tops, experimental equipment, or kitchen areas. This is the responsibility of students, faculty, and staff to keep clean and functional.

Clean up after yourself, label your items in shared spaces, and be sure to dispose of used food and beverage items often. Food and beverage consumption in faculty, staff, and student offices is a privilege that we want to continue to offer. This requires your continued cooperation with cleanliness habits.

### Conference Rooms:

There are four conference rooms in HLAB – Bernhard 1012, Coates 1017, Eisele 2061, McCracken 2067 - that are designated for use and must be reserved via UniTime (<https://timetable.mypurdue.purdue.edu/Timetabling/main.action>). Conference rooms are meant for sponsor meetings, thesis and dissertation defense, research roundtable seminars, and meetings. This is a shared space and is not cleaned by the custodial staff. The group that requested the conference room is in charge of cleaning up after each use. There are cleaning supplies in each room for convenience. Any questions or concerns regarding the conference rooms can be brought to the administrative staff.

### Office Equipment:

Any office equipment such as tables, chairs, appliances, that do not belong to a specific research group should remain in its designated space. Moving items outside of the facility without permission is prohibited. The all-in-one copy machines are for research and university use only. Connection instructions can be found here:

<https://engineering.purdue.edu/ECN/Support/KB/Docs/DepartmentalPrintingH>

## Ray W. Herrick Laboratories 'Resource Guide'

### Computers:

The computer lab is located in HLAB 1025 and is solely for the use of Herrick students, faculty, and staff. Herrick faculty are the primary owners of computer equipment within their research groups. When checking out of the lab or moving to a new space, consult with your Herrick faculty advisor about relocating or redistributing equipment. The Mechanical Engineering building also has computer resources available. If your computer needs are not met, please contact your advisor or an administrative staff member.

All software licensing is provided through the advisor and not Herrick Lab operations. Do not download any software onto the shared computer lab equipment without discussing it with your Herrick faculty advisor.

### Lab Equipment:

Ray W. Herrick Laboratories is a shared use facility that hosts many concurrent projects of varying scope. Operating equipment is prohibited without all of the following: the approval of your Herrick faculty advisor, completion of a safety check, and following of the operating procedures covered therein. The safety check requirement is not necessary if a member of the Herrick Technical Services is present and agrees that it is safe to run the equipment without the student being 'safety-checked'. This is often required earlier in a project when a new rig is being developed or when an existing rig is being modified. Before using any equipment, educate yourself with the manual.

Equipment that is purchased and used by specific research areas is designated for certain faculty members and requires their express permission to use. Always err on the side of inquiry versus action.

Research at the facility may be ongoing even when the researcher is not present. Do not shut off or disrupt operation of any equipment that is not within your approved scope of work.

## Ray W. Herrick Laboratories 'Resource Guide'

### Technical Services:

The goal of Technical Services is to assist in the construction, maintenance, and operating procedures of the research testbeds. The shop is supported by research projects. Therefore, an account number and principal investigator's name is required when requesting assistance from Technical Services. They manage projects through the facility for HLAB, HERL, and GRS. Please keep this in mind when requesting assistance as they may not be immediately available, but will work every request into their schedule based on priority.

Members of the Technical Services team are available from 8am to 5pm. Any requests outside of these hours requires permission from the Herrick director and will be granted only in unique circumstances. Even when approved by the director, it is still up to the Technical Services team to determine if they are available and willing to work outside of regular hours. Technical Services are also available for meetings regarding system and experimental design suggestions – this is billable time and also requires an account number and PI approval.

The technical shop is located in HERL and its equipment is not shared use. Faculty, staff, and graduate students who wish to access the shop must first complete the required safety trainings. Access to the shop will only be granted during normal business hours. Undergraduate students may not have access to the shop at this time.

Use of any shop equipment requires a safety check and permission from Technical Services and Safety. Always request assistance from Technical Services in completing a task instead of pursuing it yourself, regardless of capability. Personal Protective Equipment (PPE) is required in the shop while equipment and power tools are running - no exceptions. Safety glasses are to be worn at all times while in the shop. Failure to follow safety protocol may result in denied requests to enter the shop thereafter.

### Administrative Assistants:

The Herrick Labs administrative assistants are available during regular business hours from 8am to 4:30pm. Their offices are HLAB 2025 for the senior admin and HLAB 2023 for the assistant admin/building deputy. The Herrick email account [hlab@purdue.edu](mailto:hlab@purdue.edu) is also managed by the admins.

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### Industrial Advisory Committee:

The Industrial Advisory Committee (IAC) was founded in 1958 in order to advise the Herrick community about research direction by those involved in the industry. The IAC promotes the Herrick Laboratories philosophy and mode of operation. All Herrick students, faculty, and staff are expected to participate in the annual IAC meeting, including the poster show and lab tours. Students and faculty will also participate in a roundtable interaction with the IAC regarding various topics determined prior to the event.

### Emergency Procedures:

All emergency procedures related to your research area are covered in your safety check. In case of an emergency, call 911.

HLAB Address: 177 South Russell Street, West Lafayette, IN, 47907

HERL Address: 140 South Martin Jischke Drive, West Lafayette, IN, 47907

### Resources on Campus:

Herrick Annual Report '22: [https://engineering.purdue.edu/Herrick/about/news/Herrick\\_2022\\_Annual%20Report.pdf](https://engineering.purdue.edu/Herrick/about/news/Herrick_2022_Annual%20Report.pdf)

Purdue Faculty and Staff Handbook: [https://www.purdue.edu/faculty\\_staff\\_handbook/](https://www.purdue.edu/faculty_staff_handbook/)

ME Graduate Policies: <https://engineering.purdue.edu/ME/Graduate/OnCampus/Policies>

Counseling and Psychological Services: <https://www.purdue.edu/caps/>

Dean of Students: <https://www.purdue.edu/odos/>

Dean of the Graduate School: <https://www.purdue.edu/gradschool/about/staff/dean.html>

Grad School Report a Concern: <https://www.purdue.edu/gradschool/about/report-a-concern.html>

Office of Institutional Equity: <https://www.purdue.edu/oie/index.php>

Purdue Statement of Integrity: [https://www.purdue.edu/purdue/about/integrity\\_statement.php](https://www.purdue.edu/purdue/about/integrity_statement.php)

Purdue University Policy Office: <https://www.purdue.edu/policies/>

Report a Safety Concern: <https://www.purdue.edu/ehps/rem/froi/reports.html>

Purdue Title IX: <https://www.purdue.edu/titleix/>

Purdue ADA: <https://www.purdue.edu/hr/ADA/index.php>