

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 – Herrick Operations Team

Technical Services is the operational backbone that supports the construction, maintenance, and reliable operation of research testbeds across HLAB & HERL. Our role is to partner with researchers early and often by bringing technical expertise, practical insight, and safe, efficient execution to keep experiments running smoothly and moving forward.

All work requests are initiated through our HOT Tickets, which allow the team to prioritize, coordinate, and track work efficiently. Requests can be submitted by scanning the QR codes posted throughout the facility or by searching “Herrick Operations Team” at service.purdue.edu. An account number and Principal Investigator’s name are required, as Technical Services is supported by research projects.

Our team manages multiple concurrent projects across the facility. While assistance may not always be immediate, every request is reviewed and scheduled based on urgency, safety, and overall operational priority. We pride ourselves on efficiency and typically respond in a timely manner to schedule, plan, or discuss project needs. Early engagement, especially during system planning and experimental design, often leads to smoother execution and better outcomes. The team is available for systems meetings, design & logistics consultations, and reviews; this time is billable and requires PI approval and an account number.

Team members are generally available Monday–Friday, 8:00am–4:00pm. Requests outside of normal business hours require approval from the Herrick Director and are granted only in specific and unique circumstances. Even when approved, availability is ultimately at the discretion of the Operations team member, with safety and workload taken into consideration.

The technical shop is located in HERL and houses specialized equipment critical to facility operations. Access to the shop is limited to approved users who have completed required safety quizzes, with additional in-person trainings and a safety-check process for equipment use. Access and equipment-specific trainings are structured to be clear, efficient, and proportional to risk, with a general safety quiz system and scheduled training modules ranging from brief orientations to more in-depth instruction. Approval of any use is up to the discretion of the Operations Team upon training completion and demonstration of safe functional and operational standards. The shop is open to approved members via Card-Swipe (TAP) access during normal business hours : 8am-5pm. At this time, undergraduate students may not independently access the shop; however, they may participate in projects under the direct supervision of trained graduate students, PIs, or a member of the operations team.

Personal Protective Equipment (PPE) is required whenever equipment or power tools are in operation—no exceptions. Safety glasses must be worn at all times while in the shop. Failure to follow established safety protocols may result in restricted or denied access.

When in doubt, engage Herrick Operations Team early. The team is here not just to solve problems, but to help prevent them, bringing experience, coordination, technical expertise, and practical know-how to support safe, high-quality research.”

Ray W. Herrick Laboratories 'Resource Guide'

Administrative Assistants:

The Herrick Labs administrative assistant is available during regular business hours from 8am to 4:30pm and located at HLAB 2025. The Herrick email account is hlab@purdue.edu.

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 Reports: <https://engineering.purdue.edu/Herrick/about/news/Reports>

Purdue Faculty and 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/>

Grad School Report a Concern: <https://www.purdue.edu/academics/ogsps/report-a-concern/>

Office of Civil Rights: <https://www.purdue.edu/oie/index.php>

Purdue Statement of Integrity: 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>