**Rapid Prototyping Lab**

**Lab Policies and Conditions**

**Lab Access** (For access information please contact Darrin Wilcoxson at dwilcoxs@purdue.edu)

* Any user must be a registered ME student or faculty to have access to the lab.
* You must swipe your own ID card every time you enter the lab.
* You must not allow other people into the lab off your card swipe.
* Make sure the door is not propped open.
* No food or drink in the lab.

Access to the lab will be by card swipe only. **Each person must swipe their own card every time they enter the shop!** Anyone entering the lab without swiping their card, or using a card that doesn't belong to them, **will be locked out for a week following the first offense**. Repeat offenses will be dealt with more severely. This includes the person who opened the door or loaned the card as well.

If you are unable to access the lab, contact Darrin Wilcoxson at dwilcoxs@purdue.edu or in room G027.

**Lab Conduct/Queue**

* Students are responsible for printing their own files.
* Projects will be printed on a first come basis.  **Reserving printers is not allowed**.
* **Reprints are not permitted** if the project breaks due to bad design or physics.  Corrections will need to be made first on your design before attempting another print and may need approval before printing.
* Some builds may require the designer to split the part into multiple pieces and glue/connect it together after being printed.
* Students printing may **NOT** attempt to fix the machines or use any machine that is out of order.
* Students may **NOT move** machines, furniture, or otherwise modify the lab.
* **Do not cut the filament while it is still in the printer!**
* You must allow yourself adequate time to complete your print, plan accordingly.
* The Rapid Prototyping Lab cannot guarantee item quality or stability, nor confidentiality of designs. Any finishing steps (e.g. removing rafts/supports, sanding, etc.) is the responsibility of the user.
* Items not **picked up within 5 days** will be discarded and the user may lose printing privileges.
* **Access to equipment** is prioritized based on factors such as academic priority, class due dates, reprints, and other issues as they arise.  The lab reserves the right to refuse any 3D print request.

* **Personal Prints need to be 8 hours or less**.  Personal prints longer than 8 hours need approval from the lab manager.
* **Graduate research printing needs to have approval** from the lab manager prior to printing.

**Prohibited**

* You **may not print** any of the following:
	+ Weapons ( items that are unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
	+ Obscene or otherwise inappropriate.
	+ Parts you intend on selling
	+ Anything illegal under state or federal law
	+ Boxes or flat sheet (you can buy those or have them laser cut)