

1. Machining Services

SRC employs an Instrument Maker whose primary focus is the ongoing maintenance of existing equipment and construction of new equipment in support of facility, accelerator, beamlines and SRC owned User instrumentation. On a limited basis, the Instrument Maker is available to assist Users in the fabrication and/or repair of equipment associated with their research. Priority is given to on-line Users. Requests involving substantial machine shop resources should be directed to PSL or other outside shops.

This policy recognizes that Staff/Users need access to machine shop equipment, but limits that access to "Certified Individuals" during regular working hours and a subset of "Certified Individuals" who are designated "Authorized Key Holders" after hours. This policy speaks specifically to stationary, powered machine shop equipment located in the SRC Machine Shop. This limited access is described in the sections below.

2. Certified Individuals

Staff/Users must be "certified" on a given piece of machine shop equipment in order to use it (during regular working hours (8:00 AM-4:30 PM M-F)). Certification will be limited to Staff whose job responsibilities require machine shop access and Users whose experimental programs require such on-site machine shop access. The Certification process is described below. A list will be posted in the machine shop that contains names of Certified Individuals and the machine shop equipment that they are certified to operate. **Staff/Users who lack the appropriate certification to operate a given piece of equipment will need to arrange for machining to be done by others with proper certification or schedule the work to be done by the Instrument Maker. (Staff/Users who fail to comply with this policy will face disciplinary action from the Director.)**

Certification to use machine shop equipment will be made on a tool-by-tool basis. Staff/Users must identify which tools they wish to be certified on. Staff/Users should have the appropriate training and experience for the tools that they are seeking certification to use. SRC will arrange for or provide training for Staff whose job responsibilities require certification. Users will need to acquire this training and experience apart from SRC.

An initial certification list will be compiled by the Certification Committee. This list will include Staff/Users who have historically used the shop in the past. The Committee will consist of Mike Fisher (Engineering Manager), Bruce Neumann (Safety Manager) and Greg Vlasak (Instrument Shop Supervisor). The Committee will contact Staff/Users to determine which tools they wish to be certified on and will make certification decisions based on their past on-site experience.

Once the initial certification list is established, any new additions will require Staff/Users to seek certification. This process will involve an interview with the Committee in which the person seeking certification will be asked to describe their specific experience, provide examples of previous machine work and provide references where possible. The Committee will follow up with references and/or ask the person to demonstrate their competency with a given tool. The Committee will then make a decision on whether to

certify or not. Newly Certified Individuals will also be required to complete a 30 minute web based machine shop safety orientation before they are added to the list.

3. Lockout

All stationary, powered machine shop equipment will be locked out each night to limit access.

The Instrument Maker specific equipment (Bridgeport Mill, Lagun Mill, Republic Lathe, Hardinge Lathe, Mitsui Grinder and Scotchman Cold Saw) will be keyed differently than the "General Use" equipment. The Welder is also considered Instrument Maker specific equipment, but is not locked.

At its discretion, the Certification Committee will designate a subset of the Certified Individuals as Authorized Key Holders. Authorized Key Holders will be issued a key that will allow after hour access to the "General Use" equipment. "General Use" equipment includes the drill press, JET drill mill, "user" lathe, band saw and belt sanders.

The Lagun Mill can be scheduled for use by certified Staff/Users on a weeknight or a weekend. A key will be temporarily issued for accessing the Lagun Mill on a as need basis.

4. After Hours Access

The machine shop may be utilized after hours by Certified Individuals who are Authorized Key Holders. One must adhere to the two-person rule (see the *Kegonsa Research Campus Policy and Procedures Manual* Chapter 40 "Working Alone/Two Person Rule".) This second individual does not have to be certified, but must be an adult and must be physically present in the machine shop. The second individual must be capable of seeking emergency help in the event of an accident.

(Note: This policy will be incorporated into Chapter 29 "Machine Shop, Hand Tools, Portable Power Tools, Welding, and Soldering" of the *Kegonsa Research Campus Policy and Procedures Manual*, replacing the current section titled "Shop Policy").