



## COMMON LABORATORY ACCESS POLICY WALTERS HALL

**I. Brief History:** Laboratory doors in Walters Hall that are used by students and multiple research groups were fitted with ESF ID Card readers during the rekeying of the building in the late summer of 2008. These labs have come to be known as “common labs”. The original intent for these card readers was to provide increased safety and security. Subsequently, the PBE Equipment Committee addressed the critical issue of aging equipment without any means of maintaining/replacing this equipment. In December of 2008, two members of this committee began to work on a program that would provide maintenance/replacement funds for the equipment within these common labs. This program is referred to as the Equipment Maintenance Fund (EMF). Financial support of this program is derived from individual “users” (students – including undergraduates, graduates, TAs and GAs, staff, faculty, researchers and Pilot Plant workers and/or clients) who have been granted access to a common lab to use the equipment therein are then assessed a “maintenance fee” (also known as an access or user fee).

### II. Walters Hall Common Lab Access/EMF Policy:

- 1- Any user may request access to a common lab by obtaining a **Key and Card Access Request** from Lynn Mickinkle (Walters 205). This form must be completed and returned to Lynn for processing.
- 2- The shortest duration for which a maintenance fee applies is one semester (spring, summer or fall).
  - a. Semester start dates coincide with College appointment dates:
    - i. Spring – first Monday of January;
    - ii. Summer – first Monday after commencement;
    - iii. Fall – first Monday before classes start.
  - b. Semester end dates are the preceding Sundays.
- 3- The maintenance fee for a common lab is the same for each semester.



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- 4- Consecutive semester access may be requested and granted for any common lab. The total duration is chargeable upon granted access.
- 5- Proximity/swipe access is programmed for normal Monday through Friday College business hours (6am to 6pm). Additional access days/hours may be justifiably requested and granted.
- 6- The maintenance fee is based on the value of the equipment within a common lab – reviewed annually or as needed.
- 7- There is no adjustment in maintenance fee whether only one piece of equipment is used or multiple pieces are used within a common lab.
- 8- Each student enrolled in a PBE course who utilizes equipment within a common lab for course work will be assessed the maintenance fee, paid by this Department's operational account.
- 9- A TA or instructor performing a demonstration for a class using specific equipment in a common lab will be assessed one maintenance fee paid by this Department's operational account. (Enrolled students in this class just observing the demonstration will not be assessed an individual maintenance fee.)
- 10- The Major Professor/Principle Investigator's or Pilot Plant account will be assessed the maintenance fee for each user who has requested and been granted access to a common lab(s).
- 11- Users are responsible for ensuring the lab is left secure (last one out check that the door has relocked). Users should not let any unauthorized personnel in. Users should report any equipment malfunction to the lab manager as soon as possible.
- 12- EMF may be used for consumables associated with a common lab as long as these consumables are available to all who may use the equipment. Consumables may include items such as compressed gases, printer paper, etc. at the discretion of the lab manager (primary contact listed on the HASP).
- 13- A 10% processing fee may apply when consecutive invalid account numbers are provided.



**III. Circumstances for which the Access/EMF fee is waived:**

- 1- A potential user may request access to a common lab from the listed HASP Primary or Secondary Contact person for the purpose of viewing, initial testing of equipment for suitability in research, or the like. The maintenance fee for that individual may be waived at the discretion of the Primary Contact.
- 2- Walk-throughs by individuals and/or groups are exempt.
- 3- Course Instructor and TA will not be assessed a maintenance fee as long as they are only instructing or supervising students.

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