



Principal Investigator:

Victor Lugo (R-G08-G31, x8922)

Secondary Contacts:

Mike Walter (A-104, x8951)

Emergency Information:

Staff Member: 571-218-7346 (Victor cell)

BBR (Gary Bors): 202-510-8577

All other emergencies: 911

Purpose:

Fabrication and support of scientific equipment with a focus on high pressure / high temperature parts & assemblies.

All laboratories and facilities on the Broad Branch Rd. campus are controlled areas. Specific training must be completed and documented before working in this laboratory / facility.

General Shop Features:

- All users must have proper training and permission before using any equipment in the machine shop.
- Instrument makers are expected to follow all general safe machining and clean housekeeping practices and standards.
- Visitors to the machine shop area are required to use the north side entrance of room G08 (loading dock side)
- Visitors are required to wear safety glasses inside the machine shop.
- Open-toed shoes or sandals are not permitted in the shop.
- Raw materials brought to the shop for machining must be accompanied by the Material Safety Data Sheet (MSDS) NO exceptions.
- Do not enter in the grinding or/and welding room area if the door is closed (for your own safety)
- If machine is locked or has a lockout tag, only authorized persons may remove the tag/lock.
- Four fire extinguishers are located in the machine shop areas which includes one for metal fire located next to the grinding room.
- Two First aid kits, one oxygen emergency unit and one emergency eye wash station are readily available and properly stocked in the shop.
- Comprehensive machining guidelines and safety rules are available. See the shop supervisor if a copy is needed.

List of Machine Shop Equipment and User Instruction:

- Manual equipment includes lathes, mills, surface grinder, cylindrical grinder, drill presses, Sanders, hand grinders, buffers, and band saws: The use of this equipment requires proper training.



- CNC equipment, lathe, mill, EDM: The use of this equipment requires proper certification and training.
- Welding room, hydraulic press, welding and oxy-acetylene equipment, shear, bending and sand blasting: The use of this equipment requires proper training.
- Chemical storage and disposal: Coolant from all of the machine shop equipment needs to be properly disposed of; 55gallons drums and space for storage are designated in the small room outside in the parking lot.
- All raw materials must be labeled and stored on the designated storage rack.

Additional Safety Information

- To guarantee safety practices are followed, no one is allowed in the machine shop after normal operating hours unless accompanied by a machinist. The use of any machine shop equipment is restricted. Doors should be locked after normal hours.
- Visitors should properly announce their visit by knocking on the door and getting the attention of a machine shop employee but never while the machinist is operating equipment.
- Using the machine shop as a short cut passageway is not permitted.

Laboratory User

I agree that I have thoroughly read and understand this laboratory safety document. I have access to this safety information at all times when I am working. I have been trained to be able to identify the hazards to which I may be exposed and to follow the work practices and procedures discussed in this document. I certify that I will conduct my research work safely and that I will be responsible for following stated safety policies.

User Name (Print)

User Signature

Date

Principal Investigator

I certify that the information presented in this safety document is accurate and complete. I agree to comply with all safety procedures and to fully train and supervise all researchers under my direction.

Victor Lugo
PI Signature

29-April-2019
Date