

1. Afterhours access does not imply user decision making or authority on who may access lab after-hours. Afterhours users are absolutely responsible for Lab, and allowing unauthorized users access compromises this responsibility.
2. Leaving front or cargo doors open or propped are absolutely not allowed.
3. Allowing other users to use your ID, any associated B-I OO swipe card or any lab associated key set is not allowed.
4. Food, drink are absolutely not allowed, **even** if no Lab Tech is present or you are feeling **tired, hungry or particularly entitled.**
5. ALL equipment -particularly exposure lamp, screen vacuum frame, humidifiers and binding gear must be powered down and secured after use and before leaving Lab.
6. Materials checked out for after-hours still must be returned or renewed within normal 24 hr. limit.
7. Any hijacking of other users screens, inks, emulsion etc. without specific, clear prior permission is absolutely forbidden.
8. All policies covered in Orientation and referred to in Orientation Confirmation material apply to all users -after-hours users have no special dispensation.

## Hazards Checklist:

1. **Glass under vacuum at risk of breakage.**
2. **Frame springs under high tension and vacuum frame clamshell weight: projectile and blunt trauma risk.**
3. **Perfect Binder glue at high temperature, burn risk.**
4. **Large paper cutter, blade risk, blunt trauma risk.**
5. **Certain chemical combinations in drains pose hazard to drains and plumbing.**

**NAME**

**ID NUMBER**