

**GUIDELINES**  
**FOR**  
**2005-2006 ACADEMIC YEAR**

**CENTER FOR FLOW PHYSICS AND CONTROL  
HESSERT LABORATORY FOR AEROSPACE RESEARCH  
IN THE  
DEPARTMENT OF AEROSPACE AND MECHANICAL  
ENGINEERING  
UNIVERSITY OF NOTRE DAME  
NOTRE DAME, IN 46556-5684**



On the Department web site at: <http://www.nd.edu/~ame/>  
(Click on Facilities, then on Hessert Laboratory, then on Guidelines)

August 2005

## INDEX

Computer Information	-----	5
<i>Laboratory Computers</i>	-----	5
Faculty and Staff	-----	1
General Information	-----	1
<i>Absences</i>	-----	1
<i>Conference Room</i>	-----	5
<i>Department Graduate Student Affairs Contact Personnel</i>	-----	1
<i>First Aid Stations and Supplies</i>	-----	2
<i>Keys</i>	-----	2
<i>Mail</i>	-----	3
<i>Personal Office Rules</i>	-----	3
<i>Recycling Policy</i>	-----	3
<i>Room 123</i>	-----	5
<i>Security</i>	-----	4
<i>Seminars</i>	-----	4
<i>Special Notices</i>	-----	4
<i>Telephone</i>	-----	4
Laboratory Information	-----	5
<i>Laboratory Equipment and Work Areas</i>	-----	6
<i>Laboratory Safety</i>	-----	6
Miscellaneous Information	-----	11
<i>For Form Access</i>	-----	12
<i>Kitchenette/Lunch Area</i>	-----	11
<i>No-Nos of Working in Hessert</i>	-----	12
<i>Websites of interest</i>	-----	12
Office Information	-----	7
<i>Bookstore Requisitions</i>	-----	7
<i>Cash Purchases for Research Items</i>	-----	9
<i>Copy and Fax Machines</i>	-----	8
<i>Inventory</i>	-----	8
<i>Laboratory Supplies</i>	-----	8
<i>Office Supplies and Office Supply Cabinets</i>	-----	8
<i>Outgoing shipments</i>	-----	9
<i>Purchase Orders</i>	-----	9
<i>Receipt of Goods Ordered on a Purchase Order</i>	-----	9
<i>Tax Identification Number</i>	-----	9
<i>Travel for the Department</i>	-----	10
Shop Information	-----	10
<i>Electronics and Machine Shops</i>	-----	10

**HESSERT LABORATORY FOR AEROSPACE RESEARCH  
UNIVERSITY OF NOTRE DAME  
GUIDELINES FOR FACULTY, STAFF AND GRADUATE STUDENTS**

### **FACULTY AND STAFF**

Dr. Stephen M. Batill, Professor and Chairman	365 Fitzpatrick Hall
Dr. Hafiz M. Atassi, Viola D. Hank Professor	113 Hessert Laboratory
Dr. Raymond M. Brach, Professor Emeritus	102 Hessert Laboratory
Mr. David A. Cavalieri, Research Specialist	122 Hessert Laboratory
Dr. Thomas C. Corke, Clark Equipment Professor and Director of Hessert Laboratory	101 Hessert Laboratory
Dr. Patrick F. Dunn, Professor	107 Hessert Laboratory
Dr. Stanislav V. Gordeyev, Research Assistant Professor	121 Hessert Laboratory
Dr. Abdlemagid H. Ibrahim, Research Associate	114 Hessert Laboratory
Dr. Eric J. Jumper, Professor	110 Hessert Laboratory
Dr. Eric H. Matlis, Research Associate	114 Hessert Laboratory
Mr. Rodney L. McClain, Associate Professional Specialist	B031 Hessert Laboratory
Dr. Scott C. Morris, Assistant Professor	109 Hessert Laboratory
Dr. Thomas J. Mueller, Roth-Gibson Professor, Emeritus	112 Hessert Laboratory
Dr. Robert C. Nelson, Professor	106 Hessert Laboratory
Mr. Joel B. Preston, Electronic Specialist, Electronics Shop	B010 Hessert Laboratory
Mr. Michael A. Swadener, Senior Machinist, Machine Shop	B013 Hessert Laboratory
Dr. Flint O. Thomas, Professor	108 Hessert Laboratory
Mrs. Marilyn K. Walker, Administrative Assistant	104 Hessert Laboratory

The following items are related to the successful operation of the Hessert Laboratory for Aerospace Research. Please review them. Past experience has shown that if everyone works to help each other then your stay in the Research Laboratory will be very rewarding. If questions do arise please feel free to ask your advisor or the Hessert Laboratory Director.

### **GENERAL INFORMATION**

#### Absences

If you will not be at work on a normal working day for whatever reason, (illness, travel, vacation, recuperation, etc.), you must let Marilyn know (a simple phone call (631-7007) or email ([walker.4@nd.edu](mailto:walker.4@nd.edu)) will suffice). This will help Marilyn in handling messages, etc. This request is being made to all faculty, staff and graduate students. There is a calendar in Marilyn's office on the wall above the fax machine on which she records these absences. (In the case of Marilyn's absence, notify your advisor or Rod McClain (631-6124 or [mcclain.1@nd.edu](mailto:mcclain.1@nd.edu)).

#### Department Graduate Student Affairs Contact Personnel

If you have any questions regarding the department graduate program you should contact **Nancy Davis**, Room 365, Fitzpatrick, Ext. 1-4379. She will be able to help you with any

questions, timetables, schedules, etc. If you have a question regarding salary, pay schedule, etc. call **Judy Kenna**, Room 365, Fitzpatrick, Ext. 1-9024.

### First Aid Stations and Supplies

**Campus Emergency Telephone Number: 911**  
**Campus Security (Non-emergency Telephone Number): 1-5555**

We have three first aid boxes located in the Hessert Laboratory. They are located in the following areas:

- 1) Room 123, Computer Room, Main Floor;
- 2) Room 100L, Main Lab, Main Floor - by the telephone;
- 3) Room 013, Machine Shop, Lower Level - center of the room by the milling machine.

Protective gloves are located at the first aid boxes located in the Main Lab and the Machine Shop.

There are masks to administer CPR available at all the first aid stations.

There are eye wash stations by the West stairs in the basement and in room 100L on the Northeast wall by the drinking fountain.

Please report any injury that occurs in the Hessert Laboratory to Marilyn. If you require the attention of a physician, she will give you a form or go to this web site:

(<http://riskmgmt.nd.edu/forms/documents/healthservicesreport.doc>)

and you may seek care at the University Health Center. She will also give you instructions for the proper disposal of contaminated waste and for the sterilization procedure to use to clean the item which caused the injury.

### Keys

Marilyn will issue one key (CRA#) to you. This key will open your office, the main entrance door, the Southeast lower level door, the computer room, the North door to the subsonic tunnel motors, and the door to the main lab by the elevator. If your research is performed in a special laboratory, you will also be issued a key for this room. Graduate students will not have keys which allow them access to the main office or the machine shop and electronics shop. Keys should NOT be loaned for any reason and must be returned when you graduate. Spouses/significant others will not be issued a key. Please notify Marilyn immediately in the event that a key is lost.

**Outside doors should never be left open or propped open.** There is a doorbell located at the entrance to the south side of the building should you forget your key or need to have visitors contact you after hours.

### Mail

For expediency in receiving mail (business, personal or campus) ask those people mailing items to you to use

(Your name)  
University of Notre Dame  
(your room number) Hessert Laboratory  
Notre Dame, IN 46556-5684

as your address rather than the Department of Aerospace & Mechanical Engineering. Mail using the "Department of Aerospace and Mechanical" most often will be sent to the Fitzpatrick office first.

Any mail or messages received for you in the Hessert Laboratory are put in your mailbox at the Graduate students' mailbox area in Room 123. Don't forget to check it daily. Faculty, staff, research associates and post doctoral people will have mailboxes located in Room 104 (Marilyn's office).

Outgoing mail, either campus (no postage needed), business or personal (postage needed) may be put in the outgoing mail tray in Room 104 (Marilyn's office). Mail is picked up at approximately 9:30 a.m. and 2:30 p.m., Monday through Friday.

### Personal Office Rules

Please keep your offices presentable at all times. They are not to be used as a storage area for personal items, athletic equipment, etc.

We ask that all decorations that you plan to hang on the walls of your office (pictures, posters, menus, bulletin boards, etc.) be in a suitable picture frame hung only by a picture frame hook. Do not use tape, tacks or a plain old nail to secure these items. Also we ask that any pictures, slogans, jokes, etc. be appropriate for a professional office. Do not post items on the outside of your door. Cork pads are provided to leave a message.

Do not leave any food containers or opened packages of snacks or open drink bottles unattended for long periods of time. Rinse your bowls and utensils at the kitchen sink. We do have some "critters" that make an appearance occasionally so cleanliness is of great importance.

No furniture (bookcases, chairs, etc.) or appliances (refrigerators, microwaves, coffeepots, etc.) are allowed in the office without the approval of the Director.

### Recycling Policy

We have two recycling areas in the Hessert Laboratory located to the left and right inside the Main Lab doors and also in B020 near the elevator. There are boxes for soda cans, aluminum cans, white paper, plastics, newspapers, magazines and glass. Any recycled item that contained food/drink must be rinsed at the kitchen sink prior to disposal in recycling bins.

When a new telephone book is issued (campus or city), a recycling box for the used telephone books is located by the men's restroom on the main floor.

In the past, during the school year, when The Observer is in print, someone usually volunteers to pick up several copies and places them on the table in room 123. These several copies are shared by all of us. Don't just read it and throw it away. Return it to the table area. At the end of the day these may be put in the newspaper recycling box located in the Main Lab.

### Security

You will have access to the building at all times through the main entrance and the southeast lower level door. During normal operating hours (8:00 a.m. to 5:00 p.m. weekdays) these entrances will be unlocked. After hours and on weekends all external doors to the lab **must** be locked. When you leave the lab, particularly if you believe you are the last one in the building, make sure all the outside doors are locked. **Do not prop doors open** to provide access to the building and do not open the doors or allow unaccompanied visitors in the lab after normal hours. If possible, work on the "buddy" system rather than alone. If you should need help with your experiment or in case of an emergency someone should be within calling distance. Lock your office doors when you leave for an extended period or overnight.

### Seminars

The department requires all graduate students to attend seminars throughout the year. Each student is responsible for knowing the time and location of these sessions. Notices are usually sent the previous week and are posted on the Laboratory's bulletin board along with being emailed.

During the academic year the "FlowPAC Seminars" are held at a close campus location. Please plan to attend every one. The date, time, location and topic will be posted each week on the bulletin board and will also be emailed. Active and enthusiastic participation is encouraged.

### Special Notices

Any memos, announcements and items of interest are posted on the bulletin board on the wall near the kitchenette. Check this area daily to keep informed.

### Telephone

The telephones in all of the graduate student offices are 631 exchanges. This means that you can call anywhere on campus (dial the last five digits of the number, i.e., 1-XXXX) or the South Bend area (dial 8 first then XXX-XXXX). You can also call 800 numbers and, by calling the Operator, you can make collect or credit card long distance calls. By calling the Operator you can also charge long distance calls to your home telephone. You can receive long distance calls from anywhere in the world on these telephones. For long distance calls related to contract research you may charge these to your personal calling card and give Marilyn a copy of the bill for reimbursement or ask to use your advisor's telephone.

Our telephone system also provides the services of voice mail for your incoming messages when you are out of the office. By calling 1-9000, the Telecommunications help desk, you can request voice mail boxes so that everyone in your office can have the same telephone number but their own voice mail box for messages. There are a number of other features that are also included on the telephones. Please read the booklet that should be in your office for instructions and features.

### Conference Room

The conference room is for meetings and group discussion. Check with Marilyn to reserve its use. This area is not to be used for recreation purposes or for lunch.

### Room 123

Room 123 serves a multiple purpose; copy, general computer facility, a graduate student lunch room and a general meeting area and a small library.

## **COMPUTER INFORMATION**

### Laboratory Computers

There are numerous computer facilities within the lab, some are special purpose - others general purpose. They are all here to help you get your job done and to learn. Some basic rules:

- Ask your advisor to determine if you're authorized to use a particular machine.
- Don't use unlicensed software on these computers.
- Do not distribute software purchased for the lab or make personal copies.
- Be very cautious of viruses - under no circumstances may you deactivate virus controls.
- Do not open laboratory computers and swap computer boards. Such modifications are only to be performed by authorized lab personnel.
- There are four printers (other than personal or special purpose) in the Laboratory. They are identified with a UNIX/AFS name. The primary printers for your use are hpprt2100tn.aero.nd.edu and hessert-xerox.dhcp.nd.edu and are located in the upper level computer room. The printer, hessert104.aero.nd.edu is located in the lower level Room B020. The printer in the main office (**HP4500N**) is not available for general student use. None of these printers should ever be used to make multiple copies of thesis, papers, etc. - that is what Kinko's is for.
- The OIT (Office of Information Technology) has software available for use by University personnel. This software is accessible from this building.
- There is an e-mail system available for your use.

If you have any problems with the computers or have any questions about computer resources contact **Rodney McClain** (Room B031).

## **LABORATORY INFORMATION**

Mr. Rodney McClain serves, in one of his capacities, as the coordinator of the day-to-day operation of the Hessert Laboratory and its facilities. Questions on any matters related to the daily safety, operation, maintenance and scheduling of the laboratory's facilities and equipment should be directed to Rod. More general concerns should be addressed to the Laboratory Director.

### Laboratory Safety

One of the primary concerns of all who work in the Hessert Laboratory must be safety. The responsible planning and operation of all of our activities must be done under the guidelines of "safety first." Everyone who works in the Laboratory, be they graduate students, undergraduate students, staff or faculty should be responsible for the safe operation of all the equipment they use. This is usually the result of a complete understanding of the equipment or facility and an attention to the proper use of that equipment. Ultimately it is the faculty member who has responsibility for work done under his/her direction. If anyone has concerns related to safety please bring them to the attention of the responsible faculty member or the Laboratory Director.

Most safety issues are matters of common sense but on occasion the pressure to complete a task may "cloud one's vision." All members of the Laboratory should exercise great care in their own work, be observant for situations that you think may result in problems and be willing to assume the responsibility to take action if you believe that a potential hazard exists. Please caution any visitors you bring into the Laboratory to be aware of safety issues (lasers, fans, etc.) and remember that you are responsible for anyone that you admit to the Laboratory and should monitor their activities while they are in the Laboratory.

### Laboratory Equipment and Work Areas

A master list of all equipment available in the Hessert Laboratory is maintained by Rodney McClain. Check this list first to identify the equipment that you may need for your experiment.

The equipment in our laboratory generally falls into three categories: (A) that purchased by a principle investigator for his and his graduate students' specific research, (B) that purchased for undergraduate and graduate instructional laboratory courses, and (C) that purchased for general use in the laboratory. Only that in category (C) is readily available for any person's use. The checkout procedure for these items is described in the next paragraph. Those items in categories (A) and (B) can only be used after permission is given by the professor in charge. Those in category (B) are NOT to be used for research purposes.

Each piece of equipment, tool, etc., loaned will be signed out under the user's name. The replacement cost for any items not returned will be charged to the user. If you determine that any piece of lab equipment is not functioning properly, don't just put it away and find another. Let Rodney McClain, as well as your advisor, know that it is inoperative so that it may be repaired.

When you finish using a piece of equipment, return it to the person or area you originally took it from. Electronic equipment should be stored in the Electronics Shop.

All test sections have been marked with the name of the professor to whom it belongs. Check this before using any tunnels at random.

The use of the tunnels and lab equipment is scheduled each semester and is emailed to you. A copy of the schedule is posted on the bulletin board in room 123.

Any use of the video equipment beyond normal editing in room 123 must be coordinated with Rodney McClain. This is not to be used for personal projects.

If you don't know how something works, ask a fellow student or your advisor or better yet - read the instructions.

**MUST READ, MUST DO:** If you make a mess, you clean it up. If you saw, grind, spill, etc., in the labs, shops or any common areas (including lunch area, kitchen, halls) you are responsible to take care of it. A shop vac is available on each floor of the building. Special materials and containers are available for picking up oil spills. If you need some guidance on how to clean it or where supplies are to clean it, see Rodney or Carl.

If you see a piece of equipment being used improperly, let someone know to correct the situation.

All chemicals are to be stored in the yellow hazardous chemicals cabinet located in the Fan Room, Room 104L, when not in use. No chemicals should be stored in your desk or file cabinets at any time. Each bottle, etc., must contain a label (from Rodney) that lists: (1) date received, (2) responsible advisor, (3) responsible graduate student, and (4) purpose for this chemical. **Any chemical stored without this label will be removed and sent for disposal.** Do not leave them out by your experiments. The University is responsible for tracking all chemicals. When it is time for disposal of a hazardous chemical please see **Rodney** for a label and directions. **Do not dispose of any hazardous chemical by putting it in sinks, drains, trash receptacles or on the ground surrounding the building.** If you have any questions, check with **Rodney McClain**.

**No one is permitted to use any laser unless he/she has attended the University's laser safety course.** (See Rodney or Marilyn for the course information.) Proper safety goggles are required when using lasers. You must post a "Laser in Use" warning sign on the outside of the room in which the laser is being used.

Don't jeopardize yourself or equipment in order to save a little time.

If you see someone who needs a "hand", help them - next time it may be you who needs help.

Try to plan your needs for equipment well in advance.

This is a professional lab, your research project, desk and office area should reflect that. Under no circumstances should the laboratory area be utilized as a garage for the storage of personal items. There are many unexpected visitors and impromptu tours; have your office and work area prepared.

Any problems related to use of equipment or tools should be directed to the **Laboratory Director**.

## **OFFICE INFORMATION**

### **Bookstore Requisitions**

If you need to make a purchase at the Bookstore for the department or for a contract see Marilyn for a *Bookstore Requisition*. **Do not pay with your own cash.** By using a requisition, we do not pay sales tax and on most items we get a discounted price. These requisitions must also be approved by the **Laboratory Director** or the professor who is in charge of the contract to which it will be charged.

### Copy and FAX Machines

The copy machine is located in room 123, Data Acquisition Center. To have access to the copy machine you must have a code number. Please see Rod McClain in Rm. B031 to acquire this code number. The copy machine has the ability to copy, scan and email. Use of the copy machine by graduate students should be limited to your teaching responsibilities and research program and should be approved by the course director or your advisor. Do not assume you have permission to use this machine and please ask Marilyn or your advisor before you do so. Copying of material for your coursework, duplicating books or manuals is not permitted. Limited personal copying is allowed at a charge of \$.05 per page. Please arrange for this with Marilyn.

The fax machine is located in room 104. Directions on how to use it are posted by the machine. Please fill in the log book next to the machine indicating what contract is paying for the call. If making personal faxes, the charge is \$.25 per page for domestic faxes and \$1.00 per page for most overseas faxes. Arrange for all FAX messages with Marilyn. Limited personal use will also be allowed. For your reference the FAX telephone number is: (574) 631-8355.

**No** graduate students from other buildings or departments may use the copy machine or the fax machine. You may **not** make copies or send faxes for them. Making copies for undergraduates is strictly prohibited.

For the policy on using/reproducing copyrighted material go to the following web sites:

<http://www.nd.edu/copyright/>

<http://www.nd.edu/~edtech/copyright2.html>

### Inventory

We are required to inventory all laboratory and office equipment in the Hessert Laboratory. If you receive any item valued at \$2,500 or above, notify Rodney McClain as to its location. When issued he will attach the University's inventory number.

If anything is discarded or moved to another facility Rodney must be notified so that the inventory records can be adjusted and the proper form to remove it from Hessert is filled out and sent through the proper channels. **This is very important.**

### Laboratory Supplies

If it is necessary for you to get laboratory supplies from the Chemistry Storeroom, Physics Storeroom, etc., on campus, you must bring the paperwork back to Marilyn or let her know what you have purchased. These are internal charges and show up on the department budget sheets. We must have knowledge of these purchases so that we can monitor our charges.

### Office Supplies and Office Supply Cabinets

There are a number of supply cabinets in the main office. The materials in these cabinets (envelopes, paper, pencils, etc.) are for business use only. Often research supported under grants and contracts will be able to provide certain office supplies. Check with your advisor to see if this applies to your program. These supplies must be issued to you by Marilyn. They **are not** for use in your coursework or for personal use. We are not here to sell supplies.

### Cash Purchases for Research Items

If you are purchasing an item for research with your personal money or charge card bring an original receipt promptly (receipts older than two months will have taxes deducted from them) to Marilyn to be reimbursed. She will send a request to accounting and the funds will be reimbursed to you through direct deposit into your University account. This usually takes about one week. Also please use the tax identification number, when making purchases (the University has tax exempt status and does not have to pay sales tax). See Marilyn for a form to present to suppliers. Note that any time you make a purchase, either by cash, charge card or purchase order, you must have prior approval.

### Purchase Orders

If you are ordering an item(s) from an outside source you need to fill out in full a *Purchase Requisition* form available from Marilyn or Rod. This form and any additional information (quote, etc.-preferably emailed to Marilyn ([walker.4@nd.edu](mailto:walker.4@nd.edu)) or Rod (mcclain.1@nd.edu)) must accompany your *Purchase Requisition* form. For orders over \$2500 you must submit three quotes and/or for a specific vendor you must also include a *Vendor Selection Form* found at

[http://buy.nd.edu/buying\\_help/policy/solesourcejustification.shtml](http://buy.nd.edu/buying_help/policy/solesourcejustification.shtml)

This form should be emailed to Marilyn or Rod along with the quote(s). Note that any time you make a purchase, either by charge card or purchase order, you must have prior approval. After all of the above is completed, email or give the information to Marilyn or Rod who will then process it.

### Outgoing Shipments

Marilyn can handle the paperwork to ship your items. DHL is the University preferred shipper. Marilyn is NOT responsible for packaging your item to be shipped. She will guide you as to where you might find packaging material. When the box/package/envelope is ready for shipment put it on the desk outside B031 and fill out the form she will give you and return it to her.

### Receipt of Goods Ordered on a Purchase Order

All deliveries of items ordered will be made to the desk by room B031. If you receive an item(s) ordered on a purchase order you must make sure Marilyn or Rod receives the packing slip so that it can be received in the system and payment may be made in a timely manner. **DO NOT KEEP THESE PACKING SLIPS FOR YOUR RECORDS.** Make a copy if you need one.

### Tax Identification Number

If you are making a cash purchase from an outside vendor be sure to get the tax exempt form from Marilyn. This allows us to make purchases without having to pay sales tax.

### Travel for the Department

Before leaving on any trip for the University you must fill out and sign a *Proposed Travel Form* and have it approved. This is to guarantee that you are covered by University insurance and that all approvals for your travel have been met along with documenting your absence. Graduate students should have their advisor sign the travel form also. Upon returning, an *Expense Report* is required within two weeks. You may access both forms online. For the *Proposed Travel* go to <http://www.nd.edu/~ame/> and for the *Expense Report* form go to [http://apps.nd.edu/control\\_forms/detail.cfm?CATEGORY=Employee%20Travel%20and%20](http://apps.nd.edu/control_forms/detail.cfm?CATEGORY=Employee%20Travel%20and%20)

You may also apply to the Department for expenses in traveling to a conference. Go to <http://www.nd.edu/~ame/> for the application form.

For information and the form to apply for money from the Graduate School toward the cost of travel in order to present a paper at an academic conference go to <http://www.gsu.nd.edu/> or contact the Graduate Student Union (GSU) travel grant committee for details.

## **SHOP INFORMATION**

### *Electronics and Machine Shop*

The machine shop is the responsibility of **Mike Swadener, Senior Machinist**. Use of the shop equipment or tools must be approved and supervised by **Mike**. Tools and equipment to be removed from the shop must be signed out. Tools and equipment used in the shop must be cleaned and returned to their proper places. The shop is to be used for research projects only, it is not a hobby shop. (This shop is unlocked only during normal business hours - 8:00 a.m. to 5:00 p.m.- weekdays, it is Mike's office and should be treated as such).

The electronics shop is the responsibility of **Joel Preston, Electronic Specialist**. This shop is only unlocked during the following hours:

Monday, Wednesday & Friday	1:00 p.m. - 5:00 p.m.
Tuesday & Thursday	8:00 a.m. - 5:00 p.m.

**Joel will be unavailable on Monday, Wednesday and Friday mornings from 8:00 a.m. to 12:00 p.m. to work on projects without disturbance. DO NOT BOTHER HIM THEN WITH ANY QUESTIONS.** When not in use electronic equipment will be stored in the Electronics Shop. You must check this equipment out and return it when finished. Remember this is Joel's office and should be treated as such.

**Work conducted in both shops must be the result of an approved *Work Request* and must support your research program.** The *Work Request* forms are available from Rodney McClain and must be approved by your advisor and then submitted to **Rodney McClain** for assignment of priority. Rodney will then submit the *Work Request* to the appropriate technician. Once your project is under construction please stop in at least once a day to see if Joel or Mike have any questions concerning the project. Proper planning and scheduling of project equipment is a critical part of your program in the lab.

If you have a task for Mike or Joel that will not occupy more than a TOTAL of 2 hours of their time, you do not have to submit a work order. Simply discuss with them what you want done and when. They will set the priority and usually will respond within a day or so. **DO NOT** keep “nickel-ing and dime-ing them to death” by constantly returning for another 2 hours of work without a work order for the same job.

If your task comprises more than a TOTAL of 2 hours, you MUST submit a work order and in the correct manner. This is necessary to establish priorities among all the various tasks given to Mike and Joel (recognizing the fact that each person always feels their work is the most important and must be done before anyone else's). It also provides quantitative information about the jobs they do.

The Work Order submission process is as follows. Mike and Joel are instructed not to do any work for a job that is not submitted the proper way.

Follow these steps to assure yourself that your work will be done:

- (a) Obtain a Work Order form from Rodney McClain in B031. Fill out all the required information, especially providing your account number and the completion date required.
- (b) Take this work order to either Mike or Joel and discuss the level of work, etc. After all is clarified, have either Mike or Joel sign the form along with their estimate of their time. Wait there until they finish and then bring the completed form to Rod McClain. Don't leave the form with them? It is YOUR responsibility to take the form to Rod, not theirs.
- (c) Rod will do the rest. He will log the work order in and assign a work order number. He will also make a copy of the work order for our files and then give either Mike or Joel a copy of the work order. This then sets the wheels of progress in motion.
- (d) Your work's priority will be posted on the web at [www.nd.edu/~ame](http://www.nd.edu/~ame), select Faculty/Staff, Support Forms, and then Pending Staff Tasks and Priorities.

Please follow the above procedure and all will be well.

As stressed above and reiterated here, the shop areas are the responsibility of Joel and Mike. These shops are not to be used unless these individuals are present to supervise your activities. On occasion the shops will be locked during a normal business day if either Joel or Mike are on vacation, ill, etc. In those cases your advisor or the Laboratory Director can provide access to the shops to get access to a piece of equipment or tool. In those cases the faculty member will be responsible for your activity and you must be particularly careful not to disturb the projects which are in the shop. **Under no circumstances should a graduate student be in the shop without his/her advisor present in the Laboratory and without their advisor's authorization. If you ever find the shops unlocked after hours or unattended please lock the doors and notify the Laboratory Director as soon as possible. If working in either shop, it is YOUR responsibility to clean up after yourself.**

## MISCELLANEOUS INFORMATION

### Kitchenette/Lunch Area

The kitchenette area is for the use of all Hessert Laboratory faculty, staff and graduate students. Everyone must be respectful of this area and clean up any mess they make. This includes the oven, microwave, coffeepot, refrigerator and counters. Toweling will be provided. Use it!

It is also a requirement for those using the small refrigerator to sign up to defrost it. It should be defrosted once a month. There is a sign-up sheet on the bulletin board and if you intend to use the refrigerator, it is only reasonable that you sign-up to clean it on a regular basis. This should be a shared responsibility of all users.

Please also note that this refrigerator is limited in space and is available for a one day storage for the food/drink you will be enjoying that day. Please take any items out by day's end. Do not store a week's worth of food or drink in it. There should be room for all of us to use it on a daily basis. Items will be monitored on a daily basis and anything left in it two days will be thrown out.

The meeting area in room 123 is the designated lunch room if you prefer not to eat in your office. Please leave this area straightened, table cleaned, chairs pushed up to the table and all waste, newspapers, etc. removed. Report any spills to the custodian.

Coffee is available to those who sign up on the sheet behind the middle, upper door of the cabinets in the kitchenette. The rules of the "club" require each member to monitor who has signed up to bring the coffee last and, when your name comes up on the list, that you bring in a can of coffee and put that day's date next to your name.

No-Nos of working in Hessert:

-No alcoholic beverages in the building.

-No tailgating at the Hessert Laboratory.

-No loud music - keep the level low or wear headsets. Turn off when not attended.

-No motor vehicles in the building.

-No bicycles in the building. They should be parked in the bicycle rack along the sidewalk in front of the building to the south of Hessert.

-No TV watching. The televisions and VCRs in the building are not for recreational viewing. These are considered research and teaching equipment and should be used for this intention only.

-In the best interest of all, there will be NO storage of dirty/smelly athletic clothes, shoes or equipment in the offices. On a daily basis, all offices must be free of soiled items.

**For form access:**

*Expense Report* [http://apps.nd.edu/control\\_forms/detail.cfm?CATEGORY=Employee%20Travel%20and%20](http://apps.nd.edu/control_forms/detail.cfm?CATEGORY=Employee%20Travel%20and%20)

*Graduate forms from Department:* <http://ame.nd.edu/graduate/forms/index.htm>

*Package shipment - Marilyn*

*Proposed Travel - See Marilyn*

*Work Request - See Rod*

**Websites of interest:**

Campus map: <http://www.nd.edu/map/>

College of Engineering: <http://www.nd.edu/~engineer/>

Department: <http://www.nd.edu/~ame/>

Engineering Library: <http://engineering.library.nd.edu/>

The Graduate School: <http://graduateschool.nd.edu/html/admissions/index.html>

Graduate Student Union: <http://www.gsu.nd.edu/>

Health Center/job injury: <http://riskmgmt.nd.edu/forms/documents/healthservicesreport.doc>

Hessert Laboratory: <http://www.nd.edu/~ame/facilities/Hessert.html>

Information Technology Office: <http://oit.nd.edu/>

Int'l Student Services and Activities: <http://www.nd.edu/~issa/>

Libraries, University <http://www.library.nd.edu/>

Policy on using/reproducing copyrighted material: <http://www.nd.edu/copyright/>  
<http://www.nd.edu/~edtech/copyright2.html>

Security/Police: <http://www.nd.edu/~ndspd/>