

Users of the LLE Auxiliary Machine Shop (Aux Shop) must complete the following prerequisites:

- The UR Machine shop training course in Rettner Hall (or equivalent training/experience).
- G_001 General Safety Training and the associated quiz.
- M_001 General Mechanical Safety Training and the associated quiz.
- Read, understand, and abide by the guidelines listed in this document.
- Meet with the Shop supervisor to review training and receive shop orientation.

Personnel

Machinist on Duty (MOD) – the machinist assigned to support Auxiliary shop users on a daily basis. The MOD is the primary contact for all actions in this document.

LLE machine shop supervisor – Tim Clark (X59448). Tim is the secondary contact for all actions in this document.

Usage

- LLE’s Auxiliary Machine shop can typically handle no more than two additional users at a time due to its small size. Usage of equipment is on a first come, first serve basis. When equipment usage conflicts occur, LLE staff and students have priority (in that order) over non-LLE users. In the event of a conflict the MOD will arbitrate.
- The Auxiliary machine shop will only be available when there is a Machinist on Duty, typically 8:00 am – noon, and 1:00 – 4:00 pm Monday through Friday. After hours (evening, weekend, or holiday) use of the shop is strictly forbidden.

Guidelines

- 1) Safety is first and foremost. Users who have questions should seek help from the MOD.
- 2) Unsafe working practices will NOT be tolerated in the machine shop. Users will likely be excused from the machine shop after one warning. Use of the Aux Shop is a privilege, not a right.
- 3) ONLY Approved Aux Shop users are permitted to operate machinery. A list will be posted in the LLE machine shop (LLE Shop). New users will be added after orientation with the Machine shop supervisor.
- 4) All personnel must wear ANSI Z87 rated safety glasses with side shields while in the LLE machine shops. “Loaner” safety glasses, they are provided at the entrances to the machine shop and must be returned when you leave.
- 5) Users must check in with the MOD before starting any work. (*This does not mean just walking by the machine shop workers.*)
- 6) If you have ANY questions regarding the operation of ANY machine, please contact the MOD.

- 7) If any staff questions your techniques or the operation of a machine, please stop, listen, and follow their directions. Most of the machine shop staff has 20+ years of experience.
- 8) Everyone must clean up after themselves. There are NO exceptions. If a machine or work area is found to be left dirty/messy by a previous user, please notify the MOD.
- 9) If any machine is not functioning properly, exhibits errant noises or erratic behavior, or you break it, shut the machine down immediately and then contact the MOD.
- 10) All machine shop personnel have personal tool boxes located on work benches. These tool boxes are NOT public property and are NOT to be gone through. Violation of personal toolboxes will result in the loss of shop privileges.
- 11) All machine shop personnel have their own work benches. These benches are not to be used by outside users unless express permission is given.
- 12) Machines outside of the Aux Shop are for the use of the LLE Shop employees with the following exceptions; the cut off saw, band saw, and shear.
- 13) LLE personnel may use prime stock material from the various stock racks over by the shear. Whenever possible, please use “scrap” or stock drops first that are stored in various locations throughout the shop. If you need assistance ask the MOD for assistance. Non-LLE personnel must first ask the MOD before taking any stock.
- 14) LLE personnel may borrow tools for short-term use, such as drills, cut off saw, etc. Please ask the MOD for assistance and sign out the tools at the south entrance to the LLE Shop. Non-LLE personnel are not permitted to borrow any tools.
- 15) The Aux Shop has a plentiful supply of tools to be used with the machines. Please ask the MOD for assistance if you can't find what you're looking for.
- 16) A plentiful supply of reground end mills is provided. These are just as good as new but don't necessarily hold a fractional dimension anymore.
- 17) If you need a part fabricated for you please contact Tim Clark (X59448).

If there are any questions regarding these guidelines contact one of the following.

- Machine Shop Supervisor – Tim Clark – X59448
- ME Group Leader - Milton Shoup - X59636