
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Science and Technology Building
AREA: Policies and Procedures

Title of Policy & Procedure	MAPP xx.xx.xx
--	----------------------

I. POLICY

- A. This policy is to provide Lamar University students, faculty, staff, and visitors information regarding the function and processes that occur within the Science and Technology (S&T) building at Lamar University. The S&T building provides modern spaces for research, classroom teaching, studying, and collaboration. The staff and faculty assigned to the S&T building have been designated with the authority to enforce these policies.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations and the Texas Education Code, Title 3, Chapter 51.E.
- B. This policy applies to all LU employees who have been given e-access to the Science and Technology Building, including, but not limited to, offices, classrooms, laboratories, Makerspace and other areas associated with the Science and Technology Building. This policy also applies to groups leasing designated rooms, contractors, third-party vendors, and their employees who require temporary access to the Science and Technology Building.

III. DEFINITIONS

No special terms are utilized in this document.

IV. POLICY ROLES AND RESPONSIBILITIES

- A. This section lists the individuals (by title, not name) and their roles in implementing the policy and their responsibilities. This section does not list the procedures these individuals follow.
1. Building Director
 - Responsible for development and implementation of policies, general building oversight and coordination of the activities of the departmental managers.
 2. Research Compliance Specialist

- Responsible for evaluating laboratory protocols to ensure compliance with federal, state and university rules and policies.
3. Makerspace Manager
 - Responsible for overseeing student and faculty activities in the Makerspace. Provides direct oversight and training to facilitate prototype development. Makerspace Manager is also responsible for maintaining all equipment in the Makerspace in an operational state for the LU community.
 4. Laboratory Manager
 - Responsible for ensuring laboratories are kept organized, supplies appropriate personal protective equipment (PPE), provides training, and ensures instrumentation is maintained in an operational state.
 5. Laboratory Technician
 - Responsible for performing assigned analytical tasks, keeping laboratories organized and other responsibilities as assigned by managers and director.

V. PROCEDURES

- A. **General Building Use and Student Code of Conduct:** The S&T building's main areas are open to all students, staff, and faculty throughout the regularly scheduled day. Students are to exit the building no later than closing time unless special permission is given by the building supervisor. When exiting, doors are to be properly closed. It is not permitted to prop open or interfere with closing of interior and exterior doors for any purpose. Lamar campus police or designee will perform a walk-through of the building to assure all students have vacated after closing. Those who remain will be asked to leave. Students may not re-enter the building until the next regularly scheduled time.

All individual study rooms and open seating areas are available to students on a first-come-first-serve basis during regular building hours. Food and drink are allowed in areas not designated as a laboratory space. Students are responsible for cleaning up any spills and are to place all trash in the proper receptacle. Alcohol is not permitted in any of the study rooms, classrooms, or open areas of the S&T building.

Sleeping is also not permitted on the floor or after hours in the building. Smoking is strictly prohibited in the building. Transportation Devices such as skateboards, scooters, and bicycles are not permitted inside the building. Other prohibited items include candles, incense, and open flames. Personal belongings should not be left unattended for any amount of time. The S&T staff is not responsible for lost or stolen items.

While in the S&T, students are expected to display proper behavior and respect to those around them who may be studying or working. Students are expected to abide by the [Lamar University Student Code of Conduct](#).

*Note: Executive Order No. GA-29 from the Governor of the State of Texas mandates that facemasks are to be worn in public spaces in counties with 20 or more positive COVID-19 cases. Masks may be removed if you are in a closed office space alone, consuming food or drink, outside

or can maintain a social distance of six feet from another person not in the same household. See Campus Covid-19 updated Policies link in the Additional Policies section.

- B. **Fire Safety:** All students, faculty, employees, visitors, vendors, and contractors in the S&T Building are required to follow the fire safety policies and procedures of Lamar University and should review the fire and life safety code provided by [Risk Management](#). Employees and students should report suspected code violations or other unsafe conditions to staff of the S&T building located in room 175.
- C. **Students and Faculty Performing Research in Laboratories:** Rooms within the S&T building have a variety of purposes and functions. The individual laboratories within the S&T can be used for scheduled classroom teaching, individual faculty research, and commonly shared instrumentation use areas. Rooms are accessible via key card access, which is assigned to an individual's Lamar personal ID card.

Faculty requesting access to specific labs and workspaces for themselves and or their students must send an email to scitech@lamar.edu and provide their name, L#, and room #'s, along with their certificate of completion for Laboratory Safety Training. If a student's current ID card is not currently programmable, a [Key Request](#) form must first be submitted to scitech@lamar.edu. Lost ID cards should be reported immediately.

Children under the age of 18 are only allowed in public areas and offices of the S&T and are prohibited from entering individual laboratories. Special circumstances could arise where exceptions to age restrictions will be allowed (i.e., campus tours, special presentations, demonstrations, etc.). Please contact staff in S&T room 175 for more information.

- D. **Required Laboratory Safety Training:** Students and Faculty requesting access to laboratories must complete the Laboratory Safety training and provide a copy of certificate of completion prior to entering laboratories. Individuals teaching laboratory sections in the S&T (faculty, staff, students) are also required to complete the safety training. The training modules are available at www.citiprogram.org. For training instructions please go to lamar.edu/scienceandtechnology. Laboratory Safety Training modules shall be performed annually to maintain access to laboratories within the S&T. Copies of the Certificates of Completion must be provided to the designated S&T staff member and a copy should be kept in the laboratory for EHS inspections. While the safety training covers basic laboratory safety, other specific safety issues related to the research being performed are the responsibility of the PI who oversees the lab.
- E. **Laboratory Students and Working After Hours:** To obtain after-hours access to the S&T building, students must have their faculty advisor submit a request to the designated S&T staff member. No student shall be allowed to work alone in any laboratory setting. Students must always work in teams of two or more, if other laboratory student employees are not available, faculty advisors must accompany their students. Students must work only in their assigned laboratory and are not permitted to provide access to non-approved students. The faculty advisor for these students must provide S&T staff information regarding the student's work as well as a rationale for why the work cannot be performed during regular building hours. Faculty are responsible for ensuring

students complete work in a safe, responsible manner, and will be held responsible for any damage that might occur from students not following proper safety protocols.

Approved students can only enter the building with other individuals approved to access the S&T building. Approved students that permit non-approved students to enter the building or laboratories will have their privileges revoked for one calendar year.

- F. **The Makerspace:** The Lamar University Makerspace is a 7,700 square foot facility located on the first floor of the Science and Technology building. This space combines traditional machine shop equipment with digital design and manufacturing tools to create a collaborative environment to encourage creativity. The Makerspace provides educators the opportunity to expand their instruction beyond theoretical applications and create a curriculum that utilizes the principle of design-test-build. The Makerspace can be used by the LU community to perform course work, senior design projects, campus activities, as well as supporting student-led projects focused on entrepreneurship. The Makerspace provides students and faculty with a well-equipped space with a variety of options available to users including a laser cutter, a CNC plasma cutter, CNC mills, CNC lathe, 3D printers and equipment for traditional fabrication.

The Makerspace is available by appointment during regular building hours. Appointments can be requested via email to scitech@lamar.edu.

During a scheduled appointment, a technician will be available to assist students and provide instruction when necessary. Utilization of the Makerspace is not allowed after normal business hours, during holiday closures, and other times the university has closed campus. Students are prohibited from using any equipment that poses risk of injury or damage to building unless a trained staff member is available to supervise. Students must use equipment and supplies properly and clean up and or replace used items after their session in the Makerspace. If damage occurs to any of the equipment, students must immediately report the incident to the S&T staff. Removal of supplies and equipment from the Makerspace is strictly prohibited without approval.

Once a student demonstrates the ability to operate in a safe and efficient manner, they can request to utilize equipment in the Makerspace without scheduling an appointment. Students seeking to obtain unsupervised access to the Makerspace must complete the lab safety training at www.citiprogram.org. Please see go to lamar.edu/scienceandtechnology for a detailed procedure on how to gain access to the Makerspace and training instructions.

- G. **Event Space Requests:** Lamar faculty, staff, and students can reserve rooms in the Science and Technology building. If the request is made by the internal Lamar community, there will be no associated fees to reserve. However, an index will be requested to cover costs related to cleaning the space provided the department or organization would prefer to not be responsible for returning the room to its original configuration and appearance. The facility will also be available to the community in Jefferson County for a nominal fee.

Go to the Science and Technology webpage at lamar.edu/scienceandtechnology for a complete list of spaces and pricing for event space requests and to the Venue Request Form. Requests should be submitted online at a minimum of 2 weeks before the scheduled day of the event. Submitting a request does not guarantee your reservation. If the event is canceled by the organizer, it is the responsibility of the organizer to communicate with S&T staff. If a notification

of event cancellation is not provided, the agreed upon fee will still be assessed to the department or organization.

All catered events on the LU campus require event coordinators to contract with Chartwells. For more information regarding policies and information about catering menus, pricing, and availability contact the Director of Catering at (409)-880-8928. No potlucks or "bring your own" dish options are allowed. If alcohols will be served, the [Lamar Alcohol Use](#) application will need to be completed and approved prior to the event and security must also be provided.

H. Instrumentation Use and Special Lab Space Requests: The Science and Technology building serves as the research hub for Lamar University. The S&T building is home to over 9,500 ft² of research laboratories and 2,500 ft² dedicated to facilities designed to accommodate researchers interested in performing pilot testing. The S&T also has a full-service analytical laboratory available to the community. The laboratory technicians of the S&T building are available to assist in training users on instrumentation as well as performing analytical tests for internal and external users. Please see the full list of pricing and available services on the S&T "Services page").

Requests for analytical services can be made online. Internal faculty, staff, and students may be required to complete the safety training in certain circumstances.

VI. ADDITIONAL LU POLICIES

A. At this point, any section(s) needed to fully understand or implement the policy are added. Often, this information can be embedded in other sections. At times, this information is critical enough to merit its own section.

VII. REFERENCES

- A. In addition to these written policies, students, staff, faculty, and visitors must also adhere to all other Lamar University Policies. See some of the additional policies below.
 - [Event Services Policies](#)
 - [University Posting Policies](#)
 - [Student Organizations Handbook](#)
 - [Student Code of Conduct](#)
 - [Campus-Wide Emergency Procedures/Risk Management](#)

VIII. REVIEW AND RESPONSIBILITY

Responsible Party:

Science and Technology Building Director

Date

Associate Provost of Research and Sponsored Programs Administration

Review Schedule: Every 3 years on or before August 1st.

IX. APPROVAL

Full Name (typed name for web posting;
ink signature for print policy)

Full Title of Division Head (Vice President,
Provost/VP, or Director of Athletics) Date

Full Name (typed name for web posting;
ink signature for print policy)

President Date

REVISION LOG

Delete these instructions. This table tracks the creation and revision history of the policy. All MAPP policies must have a complete Revision Log to ensure an accurate history of the policy. The Revision Log is formatted as follows:

Revision Number	Date	Description of Changes
1	03/15/2021	Initial version created.
2	mm/dd/yyyy	(sample) Policy revised to . . . (sample) The following changes were made: . . .