AMSC Laboratory Access Request

As a professional Analog and Mixed Signal Laboratory, our goal is to assist you in doing an efficient and scientific measurement by providing all the components and equipment you night need. If you have any questions about using the equipment, or access to part inventory, please talk to the lab manager.

Please provide the following information before starting to use the lab.

Student Name: _____   Email: _____

Project Name: _____

Signature: _____   Date: _____

Advisor: _____   Signature: _____

Equipment/probes to be used:

Equipment	**Min. and max., frequency or fall and rise time.**	**Do you have experience using this equipment?**	
_____	_____ | _____	Yes	No
_____	_____ | _____	Yes	No
_____	_____ | _____	Yes	No
_____	_____ | _____	Yes	No
_____	_____ | _____	Yes	No
_____	_____ | _____	Yes	No
_____	_____ | _____	Yes	No

AMSC Director: Kamran Entesari   Signature: _____

Check out and return equipment.   Date: _____

AMSC Lab Manager Signature: _____

AMSC Laboratory Rules

1. **Only use the lab equipment if you have the proper training (by the person in charge of that equipment, godfather).** If you have not been trained on the equipment then you may not use it unless you have proper supervision. The lab manager should approve the use of the lab. A workshop will be given at the beginning of the fall and spring semesters to train students on equipment usage.
2. **All use of the lab will be recorded.** There will be a log near the door where students can sign in when they use the lab equipment. The log will require the students to list time-in, time-out, and a brief explanation of what they are testing.
3. **The default time to conduct the measurements in the lab is 1 week (extensions should be approved by the lab manager).** If the student needs an extension, a couple of days may be granted as long as the time is being used (actual testing is going on).
4. **The testing setup must be removed if equipment is not being used for more than 2 days. "**Testing in progress" notes/signs will not be allowed.
5. **All components and equipment will be checked out.** Sheets are available by the component trays for students to record components and equipment they check out. This sheet should be turned into the lab manager while the components and equipment are checked out. The user of the equipment and components should return the equipment and components to their original place. Do not return components with twisted leads. The lab manager should give the okay when you finish your use of the lab.
6. **Report all damaged equipment and components to the lab manager.** This also includes such things as the dead multimeter batteries.
7. **Report any equipment/components that will enhance the lab to the lab manager.** A list can be made and the group can decide to acquire the desired equipment/components.
8. **Power off every equipment you used before you leave.** This will help reducing equipment/PCB damage risk.
9. **Keep the bench you have been assigned always clean and well organized.** No card boxes will be allowed on top of each bench.
10. **Keep the public central table clean and organized when you use it.** The central table is not intended for equipment storage.
11. **Return lab equipment, probes, etc., to the designated locations after you have completed using it.** If there is a malfunctioning prove, it should be notified to the lab manager.
12. **No food in the lab.** Leave your food or water out of the lab, far from electrical equipment.