

Advanced Composites Lab: General Instructions

General Instructions for Research Students

- Your performance is measured on metrics: **High Quality Research and Publications**
- Please, read and sign '[Lab Rules-Researchers and Frequent Users](#)' and [General Instructions for Research Students](#)' documents every semester.
- **Day-to-Day Functioning:** A. Please, decide working hours such that they overlap with experienced students. B. **Lab-in-charge** should know about all your planned experiments, absences, and changes in the schedule. C. **You must be physically present in the lab during posted hours.** D. Please, leave note on door if you will be absent from lab. E. Please, exchange your emails and cell phones with all research students in the lab. F. No loud music in the lab. No listening of music using headphones. G. No excessive use of Facebook, Twitter, and other Social media.
- **Lab Safety, Training, and Tidiness:** A. Please, take following trainings and subsequent quizzes on: Haz Communication; Haz Waste; and Respirator B. **Two people MUST** be in the lab while working on experiments (unless explicitly permitted by Dr. Tate). C. We have plenty of visitors in the lab therefore lab MUST be clean & tidy at all the time. D. Late evening and weekend working MUST be informed to Dr. Tate and documented. E. Please, keep lab clean and tidy. Backpacks, books, loose papers should be kept in orderly manner. F. **Please, keep lab doors locked at all the times.** G. Please, avoid student traffic in the lab. Lab can't be used as meeting place for social gathering/meeting. H. Please, do not use lab as store room to keep personal/organization items such as soap box car, flyers, T-shirts, and bicycles. I. Please, don't let anybody borrow equipment without Dr. Tate's permission. Also make sure he/she returns it on time. J. Please, make yourself familiar with "TRACS" Composites Lab site. All TDS/MSDS/literature is available. K. Please, read details on "Composites" website, <http://composites.engineering.txstate.edu/>
- **Communication and Data Management:** A. **Always cc me when you write email internally and externally (related to lab and our research).** B. Please, use square parentheses [] for subject and add ACL in it using appropriate label. For example, [ACL-MTS Grips Issue June 2016]. C. **Always use lab book** to enter all your experiments, plans, results, procedure and observations. Do not use loose papers. Please, write each and every detail in the lab book (date and time). D. Reporting is vital in clear communication. Please, report Dr. Tate via email text or phone call in timely fashion. E. **Please, save and maintain all documents on computer and flash drive. There is no excuse if data is lost due to hard disk crash.** F. If you come across any issues with any equipment please report it immediately and do not use that equipment. Once the problem is fixed please add notes in SOP in the section titled '**Trouble Shooting**'.

By signing below, I certify that I have carefully read general instructions of the Advanced Composites Lab. Further, my signature indicates that I will abide by, and be responsive to, all rules and policies of the Advanced Composites Lab.

Name (Print): _____ Signature: _____ Date: _____

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Hi Guys:

I wanted to tell you since long that please use subject in the email as follows. Please, use this style in all your emails.

It becomes very easy to sort out emails with these search words. Believe me I receive rather too many emails and often get lost.

Here are examples..

[Evonik] Meeting minutes June 2016

[UT-Austin Ablative] Recalculation of fiber volume

[Dinesh-Thesis] Chapters 1-2 attached

[Nanosafety Chapter] 20-pages and 25000 characters, references added

[SFF Paper] First draft June 9 2016

[MTS Issue] Quick attach spring quote

[ACL-Work Request] Please, fill work request for water-jet June 9 2016

[ACL-Order Request] Please, order ..gloves/resin/nanosilica June 9 2016