

## **Biomedical, Industrial, and Human Factors Engineering Department**

### **Policy for Teaching Laboratories (R203, R252, R243)**

Russ Engineering Center rooms R203 & R252 are the primary teaching laboratories for biomedical engineering classes. The Cacioppo Laboratory (R243) is a computer facility intended for the use of Biomedical, Industrial, and Human Factors Engineering students in the completion of their assignments and projects. It may also be used occasionally as a teaching environment for the instruction and demonstration of software application programs and for related tests and exams. It is not intended to be a classroom of convenience.

The use of any laboratory is a privilege; all equipment should be handled with the utmost care. Access for BIE students is provided by card-swipe operated door locks.

The laboratories are meant to be working areas and not snack rooms. Food and beverages are not to be brought into any of the areas.

Good housekeeping is a precursor to safety.  
Students need to keep the laboratory areas clean and orderly.  
All refuse should be disposed of promptly and properly.

Projects related to BME classes may be stored temporarily in the laboratories (R203 & R252), but should not be placed in any area where laboratory sessions are held.

Material saved to the computer hard drive is automatically deleted upon reboot. Security software initiates automatic reboots daily (approximately one hour after last activity). Students should store their data files on removal storage devices or email/ftp the data files to their own account.

After normal department office hours, the last person leaving any laboratory is responsible for properly turning off the equipment (except computers and printers) and securing the laboratory door to prevent unauthorized access and possible theft of laboratory equipment.

Problems should be reported to the BIE Department Office.