St. Louis Confluence Fablab
General Policies

The purpose of this document is to introduce STLCFL users to the lab's general policies.

Prototype in STLCFL, Manufacture elsewhere

Similar to the Fab Lab Charter, commercial activities may be prototyped and incubated in STLCFL, however they should grow beyond rather than within the lab. Specifically, if you intend to make more than 10 of your item, that is considered manufacturing and is not allowed in this space. When you are ready to go beyond your prototype and grow your commercial activity, please consult with lab staff for commercial manufacturing resources.

Weapon Making Is Banned

Due to college policy on weapons, no weapons or life-like replicas are allowed on campus, nor may anyone produce them in STLCFL. If you aren't sure what constitutes a weapon, please consult a full-time STLCFL staff member. You are allowed with permission to add ornamentation to existing pieces of a weapon. No intact weapon may be brought into the STLCFL. If a weapon is brought into the lab, the authorities will be notified per school policy.

Tools of Vandalism are Banned

Items produced in STLCFL may not be used in a way that violates college posting policies or local, state, or federal laws regarding vandalism. If you have any questions about this policy, please consult a full-time STLCFL staff member.

Consequences For Policy Violations

Access to STLCFL is a privilege and not a right. All STLCFL policies are posted on the lab's website, and lab users are responsible for learning and following the policies. Knowingly or unknowingly violating lab policies does come with consequences. The exact consequences vary depending on the nature of the situation, and will be decided by full-time lab staff members. Possible consequences for violating lab policies include being asked to leave for the day, being banned from the lab, having campus security and police notified, as well as potential legal action. The severity of the consequence will be matched with the severity of the policy infraction. Offenders will not be offered a refund of money if they are asked to leave for the day. Offenders will be given a pro-rated refund for months of membership not used. For example, if you are banned from the lab on March 4th, you will receive a refund for the remaining months of your membership starting in April.

Injuries

If you are injured at any time, you may use the substantial first-aid kit mounted near the main doors of STLCFL. If the injury is more severe, ask lab staff to call 0 (Lewis and Clark Security) and let them know you need a ride to the emergency room.

E-Waste

From time to time there is a need to safely dispose of electronics such as circuit boards, computers, and monitors. Do not dispose of these in the trash. Notify STLCFL staff and they will dispose of it properly.

Hazardous Waste

Hazardous waste includes things like light bulbs, ink, printer toner, oil, batteries, and other things that don't belong in a landfill. Do not dispose of these in the trash. Notify STLCFL staff of products that meet this description. Label any oils, inks, or other chemicals so they may be disposed of properly by trained staff. **Without a label, we have no idea what it is, and it hurts our ability to safely dispose of the material.**

Power Outage or Fire Alarm

In the event of a Power Outage or a Fire Alarm lasting longer than 60 seconds, everyone in the lab must leave their work and exit the building. Use the main entrance of the lab. You may pick up your belongings after the emergency is over. If you use a wheelchair, you will be directed to the nearest exit by lab staff who are trained in helping you safely exit the building.

Active Shooter Plan

ALERT: Call 911. Edwardsville Police will be able to respond to our location quickly. Notify them that you are on the N.O. Nelson campus of Lewis and Clark Community College in building N4. If possible, give a description of the suspect and a location. You can also call 618-468-2300 to reach campus security.

LOCKDOWN: Lock and barricade the entrances with anything around you. Know where the entrances are and how they open. Use belts, desks, computers, cabinets, or anything else at your disposal to impede a potential shooter.

COUNTER: If you are in immediate danger and LOCKDOWN or EVACUATE are not options, fight back! Attack the shooter, throw things at the shooter's head, make noise, yell, and try to subdue the shooter by knocking him to the ground, separating him from his weapon, and restraining his limbs and head. Do not passively sit in a corner!

EVACUATE: If you can safely make it out of the building, do so. Have a plan, know where the exits are, and leave the building as quickly as possible.

A few other notes, COUNTER should only be used if you have no other options. Do not leave a safe place to attack an armed gunman. Additionally, try not to impede any emergency responders while a gunman is actively threatening the campus. If you are injured, try to stop any bleeding using improvised tourniquets and compresses (belts, clothing, feminine napkins, etc.) and wait for emergency responders to finish securing the area first before seeking assistance. Make sure emergency responders can see that you don't have anything in your hands and if you manage to separate the gunman from his weapon, make sure to secure it in a trash can or other safe place so that emergency responders don't mistake you for the gunman.

Utilize Engineering Services

If you need work done that you are unable or uncomfortable doing, consult with the STLCFL manager. We have arrangements with the ENGTEC lab at SIUE to facilitate fabrication jobs.

Lockers

A limited number of storage lockers are available. Speak with a STLCFL staff member if you would like to rent one.

Project Storage

You can rent a locker to store your project. Projects left in the lab will be moved to the lost and found or discarded. Don't let this happen to you - take your project when you leave STLCFL.

Tool Usage

With your identification card, you can check out a tool for use, but must return it to its locker by the end of the day. If a tool that you checked out is not returned, you are responsible for the cost of replacement.

Don't Gum Up The Works

We have an abundance of machines and computers here in STLCFL. If you want to spend hours on a specific task, you are welcome to as long as you are not preventing someone else from completing a task. You need to limit yourself to the end of the clock hour on a specific computer or machine if there is someone waiting for that machine also. If you cannot play well with others, you may be asked to leave STLCFL.

Cleaning Up

This is very important as it is not anyone else's job to clean up a mess you make. This takes up time that could be better spent helping users. Messes can also pose a safety hazard. Make sure you clean up after yourself.

Community Board

People wishing to post flyers may do so on the board outside the clean manufacturing room. If you see flyers for past events please remove and discard them.