
General lab rules - Laboratori d'Instrumentació i Bioenginyeria

(June 2022)

Joining the group

All people who start an activity within the Group must have a UPC credential.

<https://serveistic.upc.edu/ca/identitatDigital/el-servei/procediments>

Students, PDI, PAS and fellows already obtain a credential when formalizing the contract or registration. If the interested party does not belong to any of these groups, a guest staff credential must be obtained

The steps to carry out the incorporation are as follows:

- In the case of Guest Staff, the person responsible for the activity must make the request to the [ICT Attention Center - ATIC](#), providing the following information: http://ieb-srv1.upc.es/gieb/informacio/pdf/dades_usuari_personal_convivat.pdf
- The interested party or their person in charge must fill in the form found at: [General information — Electronic and Biomedical Instrumentation Group. IEB — UPC. Universitat Politècnica de Catalunya](#) and send it to:
 - o to the technical staff of the laboratory (alfonso.mendez@upc.edu)
 - o to the address eel.usd.utgcntic@upc.edu, requesting access to the different spaces of the Department.
- Once the process has been completed, **the technical staff** of the laboratory will inform the interested party and their manager by e-mail. The interested party will also be asked to sign [the acceptance form](#)

Within the scope of the laboratory, a workplace, a drawer and a user account will be assigned to be able to use the necessary computer resources.

End of incorporation

At the end of the activity, the user or their director will delete their files from the servers and computers they have used, notify the laboratory staff of their termination, empty the assigned drawer, burn a CD with the useful information of the project and will classify all the leftover material.



Access

Access to the laboratory is via the UPC card. As mentioned above, access should be requested at eel.usd.utgcntic@upc.edu

Computing

PFC, TFG and Master students have a quota of 4 GB to their personal folder of the main server of the Group (ieb-srv1.upc.es), the usual link is \\ieb-srv1\users\pfcs\user_name. A daily backup is made and a history of two months is saved.

The student can print up to 1,000 sheets on the monochrome laser printer and does not have access to the color printer.

The personal computers and workstations in the Laboratory can only be used to carry out tasks related to the projects carried out in the Group.

If you have to save files to the local disk of the PC, it will be in a folder that is the same as the name of the user inside the folder c:\usuarios

For technical reasons and in case of necessity, the laboratory staff may delete files from any computer without prior notice, except those found in the C:\usuarios folder

The laboratory staff will configure the portable computers that the users carry to connect to the UPC's wireless network. Any other intervention required by the computer: obtaining drivers, updates, formatting, ... will be the responsibility of its owner.

If the deliberate actions of users cause serious problems with regard to the security of computer systems, the Group will cease its activity immediately.

Is not allowed:

Open computers

Change computer settings, especially network settings

Change site computers

Install software without authorization

Use of P2P software (emulate, torrent, ...)

Download, copy and store copyrighted files and software

Loans

Equipment, tools, books, etc. that leave the laboratory must be considered using a form that can be taken from the Loans folder on the staff table.

Repairs

If a user detects a fault in a computer, equipment, tool, ... it should be left in the laboratory staff area with a note explaining the fault, how it happened, user name, date and time.

Printed circuits

Students will design the printed circuits they need. Lab staff will guide them through the use of existing CAD software in the lab.

The laboratory staff will make the plates by chemical procedures and the PFC student will finish making the plate (machining, welding of components, ...)

Work risks

There are certain tasks that are carried out in the laboratory (welding, mechanical work, handling of chemicals, ...) that present risk factors for health. All the information about the processes that take place in the laboratory that carries risks can be found at <https://ieb.eel.upc.edu/en/laboratory-information/occupational-hazards-and-waste-management>

By signing [the acceptance form](#), the student declares that he / she is aware of the risks and the measures to be taken.

Material purchases

The person in charge of the Project will instruct the technical staff to purchase any material.

There are basically two types of suppliers: with physical store and with online sales system.

Purchasing process (suppliers with physical store):

- The user who needs the acquisition of material to carry out his tasks will have to communicate it to his Director or Tutor who will order to the Personnel of the Laboratory the acquisition of the material.*
- The staff will be in charge of the processing and will deliver the order form to the student so that he can go personally to make the purchases.*

Purchasing process (internet sales suppliers):

- As in the previous step, but the Laboratory Staff will take care of all the formalities once the order has been received by the Student Tutor.*

Staff tasks

The tasks to be performed by the laboratory staff can only be commissioned by the professors of the Department.

Clean and tidy

When finished to use a working place, *it has to be picked up and tidied up.*

Every Friday *all jobs will be left clean and tidy.*

It is the user's own responsibility to clean their assigned site, computer, ...

The UPC cleaning staff, together with the laboratory staff, will clean the jobs previously indicated by the responsible professor.

It is not allowed to eat in the laboratory, the most suitable space is the dining room on the 1st floor.

Phone

Laboratory telephone calls are not permitted, except for laboratory research or emergency matters.

Waste

It is not allowed to throw chemical waste, pipettes with products, glasses or similar in the bins of the Laboratory / Department. The Laboratory Staff must be informed and, together with the UPC Risk Prevention Service, will study the most appropriate way to collect them.

On the laboratory floor there are two clean points with different waste containers, follow the classification instructions.

Emergency

In the event of a sudden emergency:

- The laboratory door (mountain side) has a mechanical opening system.
- Notify Campus Security (phone number hanging on lab front door - 934 011 710)
- Notify the people responsible for the Group.