



Safety and Use Guidelines for KRC Facilities

General Guidelines

First and foremost, the Keweenaw Research Center is a department of Michigan Technological University. All University policies and guidelines apply to persons working at KRC including adherence to the University Safety Manual located at:

<https://www.mtu.edu/ehs/documents/safety-manual/>

Shop Use and Access

- Access to the KRC buildings and facilities are restricted. Special access cards and entry codes are assigned to each employee and student. These cards and codes are not to be given or transferred to any other individual. If you lose your card, report this promptly to your supervisor so your card can be voided and you can be assigned a new card.
- Safety is our primary concern - follow all safety rules. If safety rules are not known the user should ask their supervisor. If the supervisor is not available or does not know the rules the user should ask the **Facility Manager, Shop Supervisor, Test Course Manager, or the Director**. See list of contacts at the end of this section.
- KRC is a facility which must adhere to the International Traffic in Arms Regulations (ITAR). This means that no foreign national (student or non student) may enter the facility without permission. Foreign Nationals may be allowed into certain non-ITAR areas but must be escorted at all times and not allowed to wander off into other areas.
- No cameras are allowed in KRC facilities except those used by KRC personnel to document tests.
- Another KRC employee or student must always be present during machine shop, automotive shop or test lab use. **NO ONE WORKS ALONE!**
- After hours project access to any shop area is limited. Arrangements should be made in advance with the Facility Manager, Shop Supervisor or Test Course Manager.
- No students are allowed to work in any machine, welding or automotive shop outside normal working hours (7 am to 5 pm) without prior authorization.
- No University property is to leave the KRC buildings without permission from a full-time KRC employee and signing the part out on the sign out sheet located in the machine shop office and a hand receipt from a full-time KRC employee. The property must be brought to KRC everyday so that if it is needed by the shop personnel that day, it is available. If still needed by the borrower, it may be taken off property on successive nights but it must be on KRC property every day.
- Students are not permitted to operate any forklift unless they have been trained by a qualified trainer.



- Users of KRC facilities are responsible for wearing the appropriate safety equipment such as safety glasses, hearing protection, gloves and work-boots. **Shorts or sandals should not be worn in the shop areas!** If you can not find the appropriate safety equipment please contact the **Facility Manager, Shop Supervisor or Test Course Manager**.
- **You must be qualified and have permission to use tools or machine shop equipment. To be qualified you will have to be certified by the KRC Machinist or Shop Supervisor and approved by the Facility Manager. This includes all tools in the Machine shop, drill press, grinders, vehicle hoists, welders, torches, tire machines, etc.**
- Only MTU/KRC employees and sponsors are allowed to use KRC shop facilities.
- No work whatsoever will ever be allowed to be performed using any KRC facilities where there is an exchange of money directly to an employee of KRC.
- Each person is responsible for the proper care of KRC tools. Tools should be securely stored in an organized fashion at the end of each day. ***If you break a tool please report it to the Shop Supervisor.*** If you borrow a tool please put it back where you found it before leaving for the day or evening.
- Personal projects may be worked on by employees and students during normal operating hours, 7 am to 5 pm **with permission from either the Facility Manager, Shop Supervisor or Test Course Manager each time they are going to use the shop.** The guidelines are the same as those stated for working on KRC projects under “Shop Use and Access”, above. If you don't know what you are doing ask someone who would know.
- Employees or Students are not permitted to alter the facilities in any way; this includes, but is not limited to:
 - Tampering with any electrical, plumbing, or other building utilities
 - Painting or otherwise marking any part of the facility
 - Fastening any object to the building other than with tape
- Each person must maintain their work space in a safe and orderly fashion.
- Access to fire extinguishers, eye wash stations or electrical panels shall not be blocked.
- Employees must follow the policy for Material Safety Data Sheets (MSDS) including the proper storage and marking of chemicals, fuels, and other liquids in properly marked containers.

Test Course Use

- Use of the KRC Test Course must be approved by the **Facility Manager or Test Course Manager**.
- Special Test course training will be given to those employees or students approved to use the test course.
- Personal vehicles are allowed on the KRC test course only with permission from the **KRC Facility Manager or Test Course Manager**.
- Cameras may be used on the KRC test course only with approval from the **KRC Facility Manager or Test Course Manager**.



Parking

- Park in designated spots (where applicable). Observe all No Parking signs.
- Employees and students must inform and receive permission from the Facility Manager if their personal vehicle is left in a KRC parking lot overnight.
- Do not park in front of the overhead doors or the garbage bin.

Floors

- Floors must be kept free of trash, spills and trip hazards. All spills must be properly and immediately cleaned up. Spills other than water must not enter the floor drains.
- Please notify full-time KRC personnel if there is a major spill of anything other than water.

Respect for other building constituents

- Do not disturb other people's property. Do not alter any equipment set-ups that are marked as such.
- The most insignificant items have owners, do not take or help yourself to anything without asking.

Computer and Network Use at KRC

- All students must comply with the general MTU Computer Use Policy Statement at:
<https://www.mtu.edu/policy/policies/general/1-06/>
- ***You must contact the KRC System and Network Administrator (Dave Nadeau) and obtain permission before doing any of the following:***
 - Installing any software or hardware on any KRC computer equipment. In general, any software which is not properly licensed to KRC/MTU is not permitted on any KRC computer systems.
 - Changing the operating system configuration or network settings of any KRC computer system.
 - Relocating any KRC computer hardware -- If you need to take KRC computer hardware off-site you must obtain permission and complete a KRC hand-receipt form and properly sign it out. See your system administrator for these forms.
 - Internet access at KRC is provided for business and educational purposes only. Using this access for personal gain or to download illegal copies of copyrighted works (documents, software or multimedia) is forbidden. KRC internet access is through a local high-security firewall and all external network accesses are logged (including the source machine, destination site, type of access and time of day).
 - No internal network peer-to-peer file servers running on KRC computer systems are permitted (i.e. Napster, etc.).
 - Any attempt to circumvent the security measures in place on the KRC network and computer systems will result in disciplinary action.



Important Phone Numbers

All Emergencies

Dial 911

Hospitals	UP Health System Portage	483-1000
	Aspirus Keweenaw	337-6500
Ambulance	Mercy EMS	482-0932
Fire	Quincy-Franklin	482-1111
Police	MTU Public Safety	487-2216
	MI State Police (Calumet)	337-5145

KRC Contact Information:

Geoff Gwaltney - Facility Manager/ Associate Director

Work 487-3177 Mobile 370-3177

Toby Kunnari - Test Course Manager

Work 487-2617 Mobile 281-1064

Kevin Destrampe - Shop Supervisor

Mobile 370-9171

Scott Bradley - Director

Work 487-3179 Mobile 281-1141

Dave Nadeau – System and Network Administrator

Work 487-2497 Mobile 281-0775