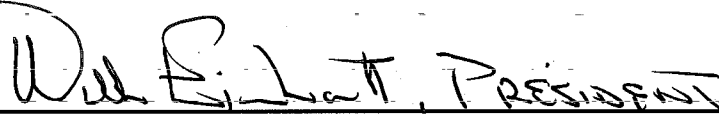


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Laboratory Access
Policy Number:	341
Policy Administrator:	Provost and VPAA
Policy Initiator:	AVP, Academic Affairs, Steve Kretz
Authority:	Academic Dean
Effective Date:	
Revised Date:	05/24/2012
Approved:	
Approval Signature:	

Purpose: This policy is to ensure the safety, liability, and security of equipment and supplies.

Scope: This policy applies to the students and guests of the California Maritime Academy.

Accountability: The Academic Dean is responsible for administering this policy and ensuring compliance.

Policy: It is the policy of the California Maritime Academy to require the presence of a faculty member in the laboratories when students are engaged in work or laboratory exercises involving weighing and pouring, power tools, electrical

With the written approval of the Academic Dean or Department Chair, students may work in certain laboratory spaces on projects that do not involve welding, power tools, chemical substances, and/or hazardous electrical equipment. Written approval circumstances are generally limited to computer use or assembly work. Students must check in and out of the laboratory with the Office of Public Safety when using the lab with written permission.