

# COLLEGE OF ENGINEERING MACHINE SHOP WORK REQUEST POLICY

## 1. INTRODUCTION

### 1.1 Purpose

The purpose of this procedure is to document how work requests are to be processed in the machine shop. This procedure will ensure that work requests contain adequate documentation that will help you create the parts necessary for your research and development projects. This procedure will also ensure machining is performed in a safe manner.

### 1.2 Scope

This procedure applies to Work Requests submitted by both the College of Engineering and other USF Colleges.

## 2. APPLICABLE DOCUMENTS AND DEFINITIONS

The following documents and forms are referenced and are part of this document to the extent specified herein.

**Machine Shop Work Request** – form submitted to the machine shop to request machine and fabrication services

**Safety Data Sheet (SDS)** – All chemical manufacturers, distributors, or importers are required to communicate information about hazards, including environmental hazards, and to obtain advice on safety precautions to those who work with a particular substance or material. SDS's should always be consulted before working with materials.

**Personal Protective Equipment (PPE)** - Everyone in the shop, including visitors, should wear long pants, closed toed shoes and safety glasses.

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## 3.0 REQUIREMENTS

- 3.1 All work requests must be accompanied by a work request form before work is started. The form must be completely filled out and must be legible. The work request form can be picked up at the entrance to the machine shop.
  - 3.1.1 *It is recommended that the submitter pre-coordinate the proposed project with the machine shop prior to submittal of final work request to ensure feasibility of the scope of work, availability of materials, project timelines, etc.*
- 3.2 All work submitted must be accompanied by proper and legible (CAD) drawings dimensioned in inches. Drawings accepted in hard copy only and should be hand delivered to the machine shop. The submitter is responsible for accurate dimensions. Hand sketch drawings accepted only on individual basis.
- 3.3 All material submitted to the machine shop must be accompanied by the proper SDS attached for all materials. The SDS must be reviewed before any work can start.
- 3.4 All work is scheduled on a first come, first serve basis, however every effort will be made to meet your schedule.
- 3.5 At the completion of work, the submitter will be contacted by phone or email.
- 3.6 If the submitter has any questions or concerns either prior or during progress of the project, the shop can be contacted by walk-in during shop hours, by email at [engshop@usf.edu](mailto:engshop@usf.edu) or by phone at 813-974-1471.
- 3.7 Everyone entering the shop must have the proper PPE before entering the shop.
- 3.8 For requests to work with hazardous materials, a hazard assessment must be conducted and approved by Environmental Health and Safety PRIOR to the start of any work.