

## SINE Lab Facilities

### Guidelines, Usage Charges and Instructions

SINE offers different lab facilities to the Innovators, startups, students and other organizations/institutions

1. **Metal working facility:** CNC and manual Mill and Lathe Machines, Laser cutter, Power tools and Hand Tools.
2. **Electronics and Prototyping facility:** Complete PCB fabrication facility including PCB Milling and Drilling Machine, Pick and Place, Reflow Oven and PCB Printer.
3. **Additive manufacturing facility:** 3D Printers.

Detailed information is available at <https://sineiitb.org/sine/facilities>

### Guidelines for Use of SINE Lab facility

SINE Labs are the facilities that provide access to technologies and equipment for startups, innovators, students and researchers to support their invention, prototype and product development. The following procedures have been put in place to provide the safe and most positive environment possible for its users.

### General Use Procedures

1. Help us maintain security and ensure that no unauthorized person is using your ID.
2. If the employee or any other person of the startup wants to use the lab facility, then they should submit the authorization letter from the founder/authorized person to the lab staff.
3. Read carefully all the safety regulations mentioned on IIT Bombay website. A list of safety videos and presentations is available on laboratory safety web portal. **(URL: <http://www.iitb.ac.in/safety/>)**
4. Attend the safety orientation/fire drill and chemical hygiene offered by the IIT Bombay security division.
5. Users are required to check in with lab staff when entering the lab and before operating equipment and are required to inform when equipment use has concluded. User will leave the lab only after satisfactory inspection of the equipment/material by the lab staff.
6. Users must have adequate knowledge on the safe and proper use of equipment as per Standard Operating Procedure defined by SINE.
7. Users are expected to get trained under SINE staff and then only can use the facilities. Users should refrain from operating the equipment or working in a lab that they do not know.

8. Users will be responsible to compensate for damage and/or monetary loss on account of improper use and operation of the equipment properly and safely. Users will be responsible to replace the equipment damaged by them.
9. Users must immediately report all problems or concerns, including all actual or potential injuries or accidents, to lab staff.
10. Users must immediately discontinue the use of equipment and alert the lab staff member if they found any suspects an equipment malfunction.
11. Users must not attempt to repair or modify any equipment.
12. Users are not permitted to bring/keep external equipment/instrument in the lab without prior permission from SINE.
13. If user fails to follow all instructions and directions given by lab staff, it may result in dismissal from the lab.
14. Beverages, food and smoking are not permitted within the lab.
15. Users are expected to clean and organize their workstations after each use, keep all areas free of debris and return tools and supplies to the designated areas.
16. Users are expected to clean up spilled liquids immediately to prevent slipping hazards and keep floors free of oil, grease or any other liquid.
17. Users are expected to ensure minimal waste and place all usable scrap in marked containers.
18. Job items/material must be collected up by users with presentation of a proper ID.
19. The labs do not have room for storage facility; items created within the lab must be picked up within 5 days from the start of the project.
20. If items and/or materials are not collected within 5 days from the start of the project, they will be considered abandoned and SINE will use its own discretion to deal with or dispose off the same or may be used as scrap material by other users in the lab. Users will nevertheless be charged for SINE supplied materials and consumables used for abandoned projects.
21. If any material kept in the lab for repetitive usage, it should not be kept for more than 5 days. In any case, SINE shall not be responsible for safe up keeping/damage or loss.
22. Users will also be charged for failed projects.
23. Users must allot enough time to work on projects at a comfortable pace, allowing for learning and iteration. Rushing of a job will compromise quality of the job, safety and increase the chance of damaging equipment.
24. Users should treat each other respectfully, share and collaborate with one another their knowledge to the extent possible.

25. Users will use lab at their own risk. SINE, its employees and lab staff will in no way responsible for any injury caused to a user.

## List of Don'ts/ Prohibited Usage Procedures

To ensure that the lab faculties and the equipment are used for the purpose they are meant in a lawfully/ethically acceptable manner, the following is the list of Don'ts/prohibited usages:

- Any project prohibited by local, state, or by any law;
- Any project that is unsafe, harmful, dangerous or poses a threat to the well-being of others;
- Any project that contributes to a hostile academic or work environment;
- Any project that violates another's intellectual property rights;
- Any project that is considered offensive/harmful to the dignity of others concerned directly/indirectly.

### Operating of Computer/Electronic equipment in the lab facilities:

File downloads may be permitted, provided they are transferred onto the concerned user's own media after the download and the said files are immediately deleted as to avoid clutter the Computer/Electronic equipment belong to SINE lab.

The following are strictly prohibited

- Installing of any software on the computers without the authorization/permission of the Lab staff
- Delete files on hard drives or change the hardware configuration.
- To take away any materials, magazines, print media and journals made available in the lab facilities
- To copy, reproduce, hack any software, material having copyrights and/or other protected files.
- To make counterfeit objects or create objects that can harm others/infringe their rights through any format like 3D printing. They must be produced and disseminated in accordance with the laws on industrial and intellectual protection

**SINE reserves the right to refuse any prototyping/product development/fabrication requests deemed inconsistent with its policies and procedures.**

### Charges for usage of facilities

Equipment Name/User	SINE/IITB supported community	External Users
3D Printer	50 Rs/hr	100 Rs/hr
SMT Pick n Place	50 Rs/hr	100 Rs/hr
PCB Milling and Drilling	75 Rs/hr	150 Rs/hr
PCB Printer (V-one)	50 Rs/hr	75 Rs/hr
CNC Mill	150 Rs/hr	200 Rs/hr
CNC Lathe	150 Rs/hr	200 Rs/hr
Laser Cutter	5 Rs/min	10 Rs/min
Vinyl Cutter	5 Rs/min	10 Rs/min

- Note:**
- Charges per hour will be rounded off for 0.5 hrs
  - In case of Vinyl cutter and Laser cutter, the user will be charged for minimum 10 minutes if the usage is less than 10 min.

### Charges for consumables

ABS Filament	Rs 10/meter
PLA Filament	Rs 10/meter
MDF (32 Sq ft sheet – 2 mm)	Rs 900/sheet
Acrylic (32 Sq ft sheet)	2mm - Rs. 1750, 3mm – Rs. 3150, 4mm - Rs. 4250, 5mm - Rs. 5550
Copper Clad PCB (10 cm x 15cm)	70 Rs per sheet

**Please note SINE may store certain material/consumables as listed above, which may be charged on actual. Users are generally required to make their own arrangements for material/consumables and must check with the lab staff for compatibility with the concerned equipment.**

### Other Important Instructions

- Lab facilities will be open from 10:00 am to 6:30 pm only from Monday to Friday. Users are required to plan/schedule their tasks/projects accordingly so as to complete the same within the stipulated timings.

2. Access will be strictly as per bookings made. Users are required to book the facilities well in advance on the link below <https://sineitb.org/sine/facilities>. Users will get access to the lab facilities as per their bookings
3. For payment options, consult with lab staff or SINE accounts team. Available payment options are cash, NEFT or debit note (only for SINE companies).
4. Consumables will be charged as per actual. The user should preferably make their own arrangements or should inform the lab staff well in advance about any consumables that they may need, so as to ensure their timely availability.
5. Usage of labs should be within the stipulated timings. Any need in case of an urgency/emergency beyond the working hours/days will be permitted only on case to case basis and with prior approval of SINE authorities
6. The user is liable to pay the usage charges even if the product/project/task has failed.
7. Lab facilities are only meant for designing and prototyping/product development and not for production
8. SINE reserves the right to put a limit on maximum usage of equipment by any particular user so as to ensure fairness of availability of the facilities to other users
9. Only authorized and trained personnel can use the facilities. Any other person on behalf of authorized person may be permitted to use the facility with prior approval
10. Users are requested to submit "Safety Compliance Undertaking" before availing any facility in labs. Users are requested to read the instructions and safety norms carefully before signing an undertaking.
11. SINE's decision will be final in case of any dispute related to usage of lab facilities.

## **DISCLAIMER:**

### **NOTWITHSTANDING THE ABOVE ANY USER MUST**

BY USING THE EQUIPMENT IN ANY OF THE LAB FACILITIES UNDERSTANDS AND AGREES THAT THERE ARE RISKS INVOLVED IN USING THE EQUIPMENT AND HEREBY ACCEPTS ANY AND ALL RISKS, INCLUDING BUT NOT LIMITED TO PROPERTY DAMAGE, PERSONAL INJURY, DISABILITY, AND DEATH. TO THE FULLEST EXTENT PERMITTED BY LAW, AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS SINE, IITB AND ALL EMPLOYEES/STAFF CONCERNED FROM AND AGAINST ANY AND ALL CLAIMS ARISING OUT OF OR RESULTING FROM YOUR PARTICIPATION/OPERATION IN THE LAB FACILITIES.