# College of Environment + Design
## Laser Cutter/Engraver Policies and Procedures

Access to the laser cutter in the College of Environment & Design is a privilege, not a right. This privilege can be revoked at any time, without appeal.

The laser cutter is used for educational, non-commercial purposes only. The laser cutter is for modeling, prototyping, and experimentation, not for mass production.

All users must read and understand the training information and successfully complete a project-based training session, which covers how to operate the laser cutter. After completion of training, the expectation is that the user can independently operate the laser cutter safely.  Training information is located at:

https://answers.ced.uga.edu/IT/faq/395987

CED staff do not create items on the laser cutter for patrons and do not perform Vector/ Graphics editing for patrons.

Users supply their own materials that must meet the CED approved materials. No other materials may be used.

Patrons must provide documented evidence that material is safe for use with laser cutter i.e., label on material, receipt.

You are responsible and accountable for the use and care of the laser during your reservation. Any policy violations and penalties will be directed to you during this time. You must be present for all cuts - leaving the room during a cut is unacceptable. This applies to individual work and group work.

You must use the lasers only during times that you have reserved. Reservations cannot be transferred or exchanged between students or reserved for other students.

The laser room computer is for operation of the laser only. Do not use these computers for working on your project.

Beverages and food are not permitted in the lab.

**Penalties for improper usage:**
Failure to operate the laser safely may result in (1) loss of access to the laser and (2) fines covering any damage to the machine.

The computer that is attached to the laser cutter has all the necessary software to perform the cuts and/or etch and should only be used for running the laser. Attempting to hook up a personal computer to the laser will result in immediate loss of access to the laser for the remainder of the academic year

**Materials**

Only materials listed under Acceptable Materials may be used in the laser cutter. If you have any doubt as to whether your material is on the Acceptable Materials list, or how your material will behave in the laser cutter ask the Tech Staff before using the machine.

**Acceptable Materials**

- Paper >=28#
- Chipboard - up to 1/8"
- Museum board
- Corrugated cardboard
- Untreated hardwoods (birch, oak, ash) (Note: Discoloration of the wood near the cut/engrave site should be expected. DO NOT use sealed or treated woods.)
- Basswood
- Hardwood Plywood up to 1/2" (Note: Glue Pockets will prevent complete cut through some areas.)
- Glass (engraving only)
- Plexiglas, Lucite, Acrylic
o *Cutting and engraving these materials releases a strong odor. Persons with sensitive respiratory systems are advised to stay away from their use.*

**Unacceptable Materials**

- PCV or any materials containing PVC
- Pine boards
- Foam core boards
- Metals
- Anything NOT listed under Acceptable Materials

If you want to use a material that is not listed, please consult with the Tech Staff before you start cutting.