

TX/RX Labs Membership Handbook

Version 051615

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Welcome Statement

Welcome - General Members

We at TX/RX Labs welcome you as a Member and we look forward to your participation in our growth and fulfillment of our stated objective of serving the hacker community and our local community. The Officers and fellow Members hope your association with TX/RX Labs will be a mutually satisfying experience. This handbook has been designed to acquaint you with TX/RX Labs, our mission, what you can expect of us, and your responsibilities as a Member. This document also serves as a guide to the operational and procedural aspects of TX/RX Labs and its Members, thus we require that you read this document in its entirety and direct any questions you may have to any of the TX/RX Labs Officers listed on page 5.

Welcome - Non-Members

We at TX/RX Labs welcome all accepted students and non-members (herein after referred to as "non-members"). Our main objective is to help you learn and grow by exposing you to the extensive resources at TX/RX Labs which also includes supervised access to TX/RX Labs facility.

Participation and attendance at TX/RX Labs is a privilege and not a right. With that, as a non-member, you will be held to the same standards and rules, contained within this document, as that of a Member. You will be expected to respect TX/RX Labs's facility, equipment, Members, and their property. Thus, we require that you read this document in its entirety and direct any questions you may have to one of the TX/RX Labs Officers listed on page 5 herein.

As you are in receipt of the tremendous advantages of TX/RX Labs we trust that you are willing to give back in the form of volunteerism. If you do not volunteer your services we may call upon you to serve in a variety of capacities to help serve the ever growing needs of TX/RX Labs. We trust that you will benefit from your experience with TX/RX Labs and ultimately consider becoming a Member.

About and History of TX/RX Labs

About

TX/RX Labs is Houston's nonprofit Hackerspace. Since 2008, TX/RX has aimed to provide a communal space for the public to learn and create. Located in the East End and serving the greater Houston area, TX/RX offers Members use of 30,000 square feet of workspace including a wood shop, metal shop, bike shop, rapid fabrication lab, electronics lab, art lab, computer lab, and co-working space. A diverse series of classes are taught with the goal of making seemingly complex skills attainable to anyone. By creating an open environment to share knowledge, collaborate, and build, TX/RX has become the home for 250 thinkers, tinkerers, hackers, artists, crafters, coders, and makers.

Mission Statement

Our goal is to improve the world by creatively rethinking technology, and specifically, to:

1. Build and maintain spaces suitable for technical and social collaboration.
2. Collaborate on all forms of technology, culture and craft in new and interesting ways.

3. Apply the results of this work to specific cultural, charitable, and scientific causes.
4. Freely share research and discoveries, using what is learned to teach others.
5. Recruit and develop talented members dedicated to these purposes.

Benefits For Members:

1. An opportunity to give back through volunteerism.
2. Access to the Members only Google groups.
3. 5 or 10 (depending on membership level) percent discount to classes
4. Access to the labs tools, space, and other resources.

TX/RX Labs Bylaws

These Bylaws of Transmit Receive Labs Inc. (the “Lab”) are subject to, and governed by, the Texas Business Organizations Code (the “TBOC”) and the Certificate of Formation of the Lab (the “Certificate of Formation”), as either may be amended from time to time. In the event of a direct conflict between the provisions of these Bylaws and the mandatory provisions of the TBOC or the provisions of the Certificate of Formation, such provisions of the TBOC or the Certificate of Formation, as the case may be, shall control.

The Lab is a nonprofit corporation and shall neither have nor exercise any power, nor engage directly or indirectly in any activity, that would invalidate the Lab’s status as an organization that is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the provision of any subsequent United States revenue law

- See more at: <https://txrxlabs.org/bylaws/>

Officers

President: Roland von Kurnatowski III
Vice President of Public Relations Charles Bornstein
Secretary: Ronald DeVries
Treasurer: Mark Sullivan

Contact Information

Mailing Address

TX/RX Labs
205 Roberts Drive
Houston, TX 77003

Website www.txrxlabs.org
Map <https://txrxlabs.org/map/>
General Inquiry txrxlabs@gmail.com
Repairs Request repairs@txrxlabs.org
Report Safety Issues safety@txrxlabs.org
Class schedule <https://txrxlabs.org/classes/>

Social/Online

Facebook <https://www.facebook.com/txrxlabs>
Twitter <https://twitter.com/txrxlabs>
Meetup.com <http://www.meetup.com/TXRXLabs/>
Google Groups (Public) <https://groups.google.com/forum/#!forum/txrxlabs>
Google Groups (Members) <https://groups.google.com/forum/#!forum/txrxmembers>

In case of Fire 911
Emergencies 911
Poison Control 1-800-222-1222

Operating Hours

Monday - Saturday 10:00 a.m. - 10:00 p.m.

Sunday 9:00 a.m. – 8:00 p.m.

Membership levels determine access to the Lab and equipment. The various access levels are described below.

Tinkerer

Full access to tools and equipment on Friday, Saturday, and Sunday during business hours.

Hacker

Full access to tools and equipment 7 days a week during business hours.

Closure Dates and Notification

Any Lab or event closure dates including, but not limited to, holidays, weather, construction, or other circumstance will be posted on our Member's board as soon as reasonably possible at:

<https://groups.google.com/forum/#!topic/txrxMembership>

In the event a class is cancelled all registered students will be notified directly via email.

Member Meetings

Member meetings are held at 4:00 PM the last Sunday of the first month of each quarter. Policy changes for the hackerspace are made by the Membership at these monthly meetings. Voting Membership is a privilege that is granted by the voting Membership as per the bylaws. Members who are not voting Members are welcome to attend the meetings as observers. Effective March 30th, 2014, it is mandatory that all Members attend three out of four voting meetings every year. If not in attendance in person or by proxy the Members may remove the voting rights of the absent Member.

Town Hall Meetings

The last Sunday of each month without a Member meeting scheduled, the Lab will host an informal Town Hall style of meeting where topics are opened, discussed, and refined. These meetings are not on the record and formal minutes will not be taken. Once refined, the issues discussed during the Town Hall meetings will be tabled in the general Membership meetings. The purpose of this process is to help weed out non-critical issues and refine concepts thus streamlining the general Membership meetings.

Special Meetings

Refer to the TX/RX Labs events calendar for additional information <https://txrxlabs.org/event/>

Voting Member Requirements

Voting Membership is a privilege that is granted by the voting Membership as per the bylaws. Members who are not voting Members are welcome to attend the meetings as observers. Effective March 30th, 2014, it is mandatory that all voting Members attend three out of four voting meetings every year. If not in attendance in person or by proxy the Members will remove the voting rights of the absent Member. Additional requirements for voting members include volunteer time and remaining a member in good standing, this section will be updated to reflect these new requirements shortly.

Miscellaneous

Forums

Members are encouraged to register with TX/RX Labs Member's Forum that can be accessed at <https://groups.google.com/forum/#!forum/txrxmembers>

Once registered and accepted you will have access to the member's forum where your active participation and periodic review is essential in staying current with current issues and discussions relevant to the Lab.

Non-members can register and participate in a non-member forum that can be accessed at <https://groups.google.com/forum/#!forum/txrxlabs>

Note; Participation in the member and non-member forum is a privilege with all applicable TX/RX Labs rules including, but not limited to, Code of Conduct and Non-Discrimination Policy shall be applied and in full force for any Member of non-member while participating in either of the above forums.

Proprietary/Terms of Use

Unless otherwise indicated, material produced by the lab shall default to copyright coverage under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International Public License <http://creativecommons.org/licenses/by-nc-sa/4.0/>

The Lab's logo, letterhead etc. may not be used without the express written consent of an Officer of the Lab.

Intellectual property created by members for their own use remains the property of the creators.

Parking

Parking is available on both sides of Roberts Street as well as the adjacent streets. Limited parking is also available on the Sherman Street side of the building observing all municipal signage. Blocking the shop overhead door or access to the dumpster is prohibited.

Bicycle

Member's bicycles can be parked in the wood bike rack on the south end of the Sherman Street building.

Loading and unloading:

The Sherman Street shop overhead door entrance is used exclusively for loading and unloading. Members may occupy this area with their vehicle for a reasonable amount of time required to perform the task of loading or unloading. Upon completion of their task, the Member(s) shall timely move their vehicle to a

designated parking area as defined above. The Roberts Street shop/art department gate entrance is used exclusively for loading and unloading. Parking vehicles in either of these areas is strictly prohibited.

Restrooms

The restrooms are located in the south portion of the Roberts Street building

Personal Belongings

TX/RX Labs cannot and will not be held responsible for the loss, theft or, damage of personal property. Members, students, employees, and guests acknowledge TX/RX Lab has no control or obligation of the safeguarding, operation of, or loss of any personal property brought to or left unattended at the Lab as defined herein. Further, any Member, student, employee or, guest shall assume full responsibility for such personal property which includes, but may not be limited to, its safeguarding, use, consumption, degradation, spoilage, disposal, theft, injury or, loss of any kind and shall indemnify TX/RX Labs from any such claim(s). Members, students, employees, and guests are fully responsible for any associated loss or damages caused by the use of their personal property at TX/RX Labs whether or not they were involved in the event that caused such loss or damages.

Member Responsibilities

As a Member of this organization, you are expected to:

1. Carefully and attentively listen to colleagues, instructors, and mentors.
2. Respect fellow Member's opinions and statements.
3. Respectfully accept and support the decisions of the Officers in charge as well as the decisions voted upon and approved by the majority of the membership.
4. Recognize the authority assigned to the Officers, class instructors, and mentors in charge of the organization.
5. Keep well informed of relevant developments and proposals that may come before the Members for vote.
6. Regularly participate in scheduled meetings and actions.
7. Support the Lab through volunteerism.
8. Immediately bring to the attention of the Officers in charge of any issues you believe will have an adverse effect on the organization or those we serve.
9. Insure that the Lab's not-for-profit status and objectives are strictly adhered to and implemented with all its intended purposes.
10. Greet and welcome visitors to TX/RX Labs, request all visitors to digitally sign in while doing our utmost to present TX/RX Labs in the best light possible.

Starting Out

All new Members must attend a mandatory new Member orientation, which will be scheduled within 2 weeks of joining. To schedule an orientation, email membership@txrxlabs.org.

TX/RX Labs policies and procedures.

Non-Discrimination Policy

1. Officers, Member, non-member, employee relationships
 - a. TX/RX Labs does not practice or condone any form of discrimination. Officers, Members, non-members, paid staff are required to treat people with dignity and respect. You will have an opportunity to meet people of different racial, ethnic, religious, sexual orientation, and economic backgrounds. We hope you will see this as enriching your life and an opportunity to learn.
 - b. TX/RX Labs is an equal opportunity employer.

2. Non-Discrimination Policy
 - a. It is the policy of TX/RX Labs that there will be no discrimination or harassment in its programs, activities or employment whatsoever. This includes, but may not be limited to, discrimination or harassment that is based on race, color, sex, sexual preference, marital or parental status, religion, national origin, age, mental or physical disability. Questions or concerns related to non-discrimination or equal opportunity should be directed to any Officer or by submitting your question or concern to membership@txrxlabs.org.

The Code of Conduct

The Code of Conduct is intended to outline the baseline standard that Members of the TX/RX Labs are expected to uphold in order to retain the privileges of Membership. Failure to abide by these guidelines may result in suspension or revocation of your Membership to TX/RX Labs, or restrictions to positions you may hold within the organization.

These standards are not intended to oppose or supersede any Federal or local laws or statutes that may be in effect. If a rule in this document conflicts with a legal statute, the statute takes precedence. However, the Code of Conduct set forth still has as much effect as is allowed by the statute.

If a Member has violated a legal statute, enforcement of the statute takes precedence. The TX/RX Labs does not condone violations of law and will cooperate fully with any investigations made by legal authorities. The Code of Conduct should not be used as a substitute for legal action or criminal prosecution, but it may be applied in addition to such action.

Perpetual Responsibilities

There are a select few behaviors that are unacceptable to the TX/RX Labs regardless of when or where they are performed. These perpetual responsibilities apply to all Members at all times, regardless of whether they happen to be at TX/RX Labs, attending a TX/RX Labs event, at that moment. This section does not attempt to limit any Member's behavior regarding issues which are solely personal in nature, but they should guide how a Member deals with organization issues, such as disagreements on organization policy or rules, official decisions, and any other aspects of inappropriate conduct that may negatively affect TX/RX Labs including, but not limited to, legal, financial, image, reputation, of and for its Members, Officers, guests, or its assets.

Maintain our reputation

Members should represent the TX/RX Labs in an accurate and respectful manner at all times to individuals and organizations outside the TX/RX Labs. Members shall not represent or make representation of TX/RX Labs in an official capacity without the prior written authorization of an Officer.

Exercise honesty

Members shall be honest in their dealings with the organization. Members shall not knowingly submit false information to the organization or to any Officer acting in an official capacity.

Avoid abuse

Members shall not engage in behavior (in person, via e-mail, bulletin board, chat forums, or otherwise) that may reasonably cause another Member or person(s) to fear the offender may actually cause physical harm, or damage to their personal property. Further, Members shall not intentionally impose upon Members or person(s) significant mental distress, slander or defamation, nor shall they actually cause such harm. If you, as a Member or Officer, witness a person(s) slandering or defaming other Members, Officers, non-members, or guests of TX/RX Labs you are expected to civilly quell the offending party.

Electronic forums

These guidelines, at least as they do not relate to physical activities, also apply to any communication upon sanctioned TX/RX Labs mailing lists or other sanctioned electronic communication forums. Sanctioned forums are those presided over and/or implemented by a TX/RX Labs coordinator. For clarity, it is recommended that any forum whose status is unclear have its status explicitly indicated to those with access to the forum. TX/RX Labs cannot and will not be held responsible for information or comments listed on any electronic forum under its purview.

Substance abuse

Members and non-members shall not participate in TX/RX Labs events or operate machinery while noticeably impaired by mind-altering substances including, but not limited to alcohol, prescription medication or, any illegal substance that may impair their abilities. This clause applies to all Members and non-members with regards to taking medication as directed by a physician, but such Members and non-members are still expected to conduct themselves according to the Code of Conduct and Safety section defined herein. No diagnosed mental illness will be considered a valid excuse for violations of the Code of Conduct, nor will the presences of or absence of any prescribed medication.

If a Member or non-member is under the influence of alcohol, prescription medication, or any other illegal substance whatsoever, they are prohibited from entering any of the shop areas. Further, any Member or non-member under the influence of alcohol, prescription medication, or any other medications whatsoever, is prohibited from operating any machinery or equipment within TX/RX Labs.

Members and non-members shall not cause or participate in any illegal activity as defined by local, state, or federal law while at TX/RX Labs or while participating in a TX/RX Labs event.

Conflict resolution

Members who have a personal issue with another Member have a responsibility to handle it calmly through mature socially acceptable means. If necessary, dispute resolution procedures will be handled on a case by case basis and is at the sole discretion of the Officers. Members who have an issue with an Officer acting in their official capacity likewise have a responsibility to handle it calmly through the appeal and/or complaint procedures described in this handbook. By extension, each Member has a responsibility to be familiar with the dispute resolution and complaint procedures outlined in this handbook.

Members who violate the Code of Conduct while engaged in a complaint and/or appeal may be subject to disciplinary action including, but not limited to, expulsion.

Liability

All Officers, employees, Members, non-members, volunteers, and guests agree to hold TX/RX Labs harmless and fully indemnify TX/RX Labs, its Officers, Members, employees whether acting in an official or unofficial capacity against any claims against personal loss or injury while at the TX/RX Labs facility or while attending any TX/RX Labs events.

Indemnity and Hold Harmless Agreement

All Officers, employees, Members, and non-members to indemnify and hold harmless TX/RX Labs, its Officers, employees, Members, and non-members (the indemnified parties), from any and all claims,

liabilities, demands, suits, causes of actions or proceedings of any kind or nature, losses or damages including attorney's fees and costs of defences, which the indemnified parties may incur arising out of the negligence, gross or otherwise, errors, omissions, intentional acts, or other cause arising out of or resulting from the use of the TX/RX Labs facilities and/or its equipment by any person(s), organizations, non-members, Members, employees, or others affiliated or associated with the TX/RX Labs. The obligation to indemnify and hold harmless specifically includes claims, liabilities, demands, and suits, causes of actions or proceedings arising from the negligent acts or omissions of the indemnified parties. The parties agree that this agreement, and its underlying obligations, will be construed under Texas law.

Disciplinary Actions

Purpose

To implement a justified action to correct inappropriate behavior or wilful violation of any rules defined herein or contained within the TX/RX Labs By Laws within the Labs's premises or any off-site TX/RX Labs associated event or event which the Lab is participating.

Scope

This policy applies to Officers, Members, and non-members of TX/RX Labs organization, its facilities, and properties. This policy shall be implemented within the TX/RX Labs premises and any off premises TX/RX Labs function.

Statement of Policy

Officers, Members, non-members, volunteers, and guests of TX/RX Labs organization are subject to discipline for just cause. Just cause includes, but may not be limited to:

1. Doing of an act which a person ought not to do.
2. The omission of an act which a person ought to do.
3. The improper doing of a permissible act.
4. Illustrations of behavior that constitute just cause include, but are not limited to, the following:
 - a. Falsification, misrepresentation, or intentional omission of required information.
 - b. Violation of or, failure to comply with, Federal or State law, rules, TX/RX Labs policies or procedures defined herein and/or as defined within its By Laws.
 - c. Harassment based, in whole or in part, on race, color, sex, religion, age, disability, or national origin which manifests itself in the form of comments, jokes, printed material and/or unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
 - d. Possession of materials and/or the utterance of comments within TX/RX Labs that are derogatory towards a group or individual based upon race, color, sex, religion, age, disability, or national origin.
 - e. Dishonesty.
 - f. Fighting or threats of violence.

Election Procedure

TX/RX Labs holds elections annually to elect Officers. Officers are elected by voting Members and are held to term limits as set forth in the bylaws.

Confidentiality

All Members should agree not to disclose confidential information obtained within the TX/RX Lab premises. This confidential information includes, but may not be limited to, information that includes minutes of Officer's, special, or Member's meetings, technical and business information relating to proprietary ideas and inventions, ideas, patentable ideas, trade secrets, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development, production, costs, profit

and margin information, regardless of whether such information is designated as “Confidential Information” at the time of its disclosure. Further, TX/RX Labs, its Officers, or Members are not liable for any damages or loss due to the advertent or inadvertent dissemination of proprietary or confidential information.

Children and Minors

Members who bring children or minors to TX/RX Labs are responsible their conduct and safety.

Borrowing and Lending

Borrowing or lending of tools, equipment, materials, consumables, or money is done so of each Member’s accord between two or more willing parties. TX/RX Labs, its Officers, employees, Members, and non-members are not responsible for any part of such agreement or transaction including, but not limited to loss, damage, inability to recoup, or reimbursement of any kind.

Solicitation

Members may not solicit or distribute literature at the Labs without the expressed written consent of the Officers.

Smoking and E-cigarettes / “Vaping”

(E-cigs and Vaporizers are subject to the same restrictions as regular tobacco)

We are a smoke free facility in compliance with Houston Department of Health and Human Services Ordinance No. 2006-1054. To help ensure a healthy environment for Members, non-members, and employees, TX/RX Labs is designated a “smoke-free” facility. Persons present at the Lab who must smoke shall do so outside the building and no closer than 25 feet from any entrance or exit.

For disposal of cigarette/cigar butts, one receptacle is located on the west side of the building on Sampson Street adjacent to the Art Department loading gate. Smokers are requested to refrain from discarding cigarette/cigar butts onto the grounds of Lab. In addition, all Members are encouraged to direct visitors who insist on smoking to do so no closer than 25 feet from an entrance or exit.

Drug Testing

Any Officer, Members, non-members or, employees injured at the Lab shall submit to a drug test at the request of the President or their representative.

Refusal to comply with such request can result in immediate suspension of membership for members, immediate cessation of visits for non-members, and suspension or termination of employment for employees.

Conflict of Interest

Any Member or Officer acting in an official capacity, shall not take any action that would result in the individual Member’s or individual Officer’s financial benefit. They will not ask for or receive for themselves or for a Member of their household, directly or indirectly, any moneys or gifts from clients or others.

Vehicle Use

1. Non-members are prohibited from operating the forklift.
2. No Member shall operate the forklift until they are certified to do so.
3. Use of personal vehicle for TX/RX Labs purposes. If you are using your personal vehicle in any capacity related to a TX/RX Labs activity, event or, on its behalf, you do so willingly and voluntarily. You will assume all liabilities for any accidents, damage to property or persons, and you agree to fully indemnify TX/RX Labs, its Officers and Members of any damage caused to property or persons

while operating your vehicle is such capacity. This includes, but may not be limited to, any acts or omissions, or events of negligence either gross or otherwise.

4. With a TX/RX Labs Officer's prior written approval a mileage reimbursement of \$0.05 above the then current IRS allowable mileage reimbursement (additional mileage sum) rate will be issued to Members who are using their vehicle in the aforementioned pre-approved manner. The additional mileage sum is issued, in part, to compensate Member for their expense and normal wear caused to their vehicle during normal operation while using their vehicle in the aforementioned pre-approved manner.

Security

You alone are responsible for your belongings that you have chosen to bring to or leave at TX/RX Labs.

Admission to TX/RX Labs

TX/RX Labs reserves the right to deny access to any person to its facilities for any reason whatsoever and without cause.

Theft

If, after a formal investigation and full exhaustion of an appeal process, a TX/RX Labs Officer, employee, Member or, non-member is found guilty of theft, regardless of the value, the guilty person's membership or, affiliation with TX/RX Labs will be immediately suspended.

Cleanliness and housekeeping

It is the intent of TX/RX Labs to maintain high standards of cleanliness and safety for its Members and guests. Members, while utilizing the Labs, are expected to clean up after themselves, return all tools and materials to their designated area, sweep their work area, remove all trash, wrap or recoil all extension cords and air hoses.

Personal Hygiene:

1. All volunteers doing any food handling must wash their hands before starting their shift.
2. Always wash hands before handling foods.
3. Always wash hands before leaving the restroom.
4. Keep hands clean while working.
5. While at the TX/RX Labs all clothing should be appropriate for the work required.
6. Long sleeve shirt should be used while welding, cutting, or grinding steel.
7. Shirts should be tucked with no loose long sleeve cuffs while operating any machinery whatsoever.
8. Ties should be tucked in or removed while operating any form of rotating equipment.
9. Closed toe shoes are required for working in the shop area.
10. Although not a requirement at this time, steel toe shoes are strongly recommended while working in the metal fabrication, machining, and wood working area(s).
11. Sleeveless shirts are prohibited while working in the kitchen area.

Good housekeeping is a necessary requirement for maintaining safety at our facility. Accidents and injuries are avoided and productivity improved where good housekeeping is a daily occurrence. TX/RX Labs's objective it to be in full compliance with OSHA's housekeeping requirements, including:

29 CFR 1910.22 - Walking and Working Surfaces - Housekeeping

29 CFR 1910.38/.157 - Emergency Action/Fire Prevention.

Orderliness at TX/RX Labs contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have several reasons for maintaining good housekeeping practices:

1. Prevents accidents.
2. Prevents fire.
3. Provides clear egress in the event of fire or other emergency where evacuation may be required.
4. Minimizes tripping hazards.
5. Protects our equipment.
6. Reduces waste.

As a Member if you find that improvements can be made regarding housekeeping and safety you are encouraged to contact safety@txrxlabs.org to share your suggestions.

Every Member has the responsibility to help maintain safety within the Labs at all times. Every Member has "Stop Work Authority" of any Member or guest if their actions of the equipment they are using are deemed to be unsafe.

Storage and Scrap Areas

1. The Lab and its Members shall make a best effort to securely store material by piling or arranging it in an orderly manner.
2. Our housekeeping procedures for storage areas are designed to keep areas free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
3. Storage may not obstruct, or adversely affect, means of exit or egress, access to fire extinguishers or other safety related items, i.e. eyewash stations, fire extinguishers, first aid cabinets, etc.
4. Clearance must be maintained around lights and heating units to prevent ignition of combustible materials.
5. There shall be no obstruction to breaker panels or kill switches.
6. A clearance of 24 inches must be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material must not be stored within 36 inches in front of a fire door opening. Refer to floor markings at all fire exits.
7. Always refer to signage at each designated storage area.

Aisles, Walkways, and Floor

1. To help insure a safe environment at our facility, TX/RX Labs requires all Members and non-members to keep aisles, walkways and floors clean and open. In addition, we require that Members and non-members actively participate to:
 - a. Provide sufficient safe clearances and access to any and all work stations and work areas, fire aisles, fire extinguishers, electrical disconnects, eye wash stations, other emergency aids, and doors.

- b. Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
- c. Keep aisles at least 3 feet wide where necessary for reasons of access to doors, windows, or sprinkler standpipe shutoffs. Refer to all floor markings.
- d. Keep stairs clean, dry, and free of waste, well lighted, and provided with adequate handrails and treads that are in good condition.
- e. Keep floors clean, dry as possible, free of waste, free of oil and grease, unnecessary material, holes, or uneven surfaces.
- f. Mark all uneven surfaces with OSHA yellow markings.
- g. Keep exits clear.
- h. Ensure access to and visual identification of fire extinguishers and their identifying placards.
- i. Ensure cords and hoses are wrapped up or recoiled into their receptacles when not in use.
- j. Store and dispose of hazardous fluids in accordance with current applicable regulations. (Refer to "Handling and disposal of hazardous waste" section below).
- k. Oily rags or rags containing combustible fluids shall be disposed of in designated red self-closing oily-waste can. Such receptacle are to be emptied on a daily basis.

Handling and disposal of hazardous waste

All Members and non-members are expected to follow standard safety procedures and comply with all relevant regulations in managing hazardous materials.

1. All Members and non-members are responsible for the proper handling, containerization, labelling, and proper disposal of any hazardous waste that they produce while performing any project or task at TX/RX Labs.
2. For all TX/RX Labs sanctioned functions (i.e. classes, demonstrations) that may produce hazardous waste, TX/RX Labs will properly document, containerize, label, and dispose of any defined hazardous waste.
3. During the functions, defined in 2. above, Members, non-members, and employees assume full responsibility for their own protection during the handling and use of such hazardous material.
4. Precautions should be taken by the user to protect themselves from injury during the use or exposure to any presumed hazardous waste, This includes, but is not limited to, eye protection, properly categorized respirator, full face shielding, chemical resistant smock, chemical resistant gloves, and any other reasonable means necessary to protect oneself and others within proximity of the work area.
5. Prior to handling of any hazardous material it is the obligation of the Members, non-members, and employees to familiarize themselves with the contents of the relevant product Material Data Safety Sheet (MSDS).
6. Prior to handling of any hazardous material it is the obligation of the Members, non-members, and employees to familiarize themselves with the location and proper operating procedures of the eye wash station.
7. All hazardous waste should be labelled in accordance with normal industry standards and practices. This includes the clear spelling of the chemical name as well as its commercial name along with appropriate color labeling symbols and proper designation identifiers denoting hazard and handling precautions.
8. All hazardous materials shall be disposed of properly by the waste generator.

Storage of hazardous or flammable products

Strict adherence to local code and normal and customary industry safety and standards must be followed in the handling of hazardous or flammable products.

Store flammable and combustible liquids in properly designated areas in their respective proper containers.

The proper designated area(s) shall comply with the following: :

- a. Well ventilated to reduce vapour concentrations.
- b. Free of ignition sources.
- c. Cool (temperature controlled) and dry.
- d. Supplied with adequate fire fighting and spill cleanup equipment.
- e. Away from exits or main aisles leading to exits.
- f. Accessible by fire fighters.
- g. Labelled with suitable warning signs. For example: "No Smoking".
- h. A current MSDS must be on file in the office.

Inspect storage areas regularly for any deficiencies such as damaged or leaking containers, poor ventilation or non-approved equipment. Unapproved modifications or damage to approved or explosion-proof equipment or systems could result in unintended hazardous conditions. Notify an Officer and/or send notification via safety@txrxLabs.org immediately so corrective action may be taken as soon as possible.

Safety

1. Non-Members are not permitted to use ANY tools or equipment whatsoever unless in a supervised class setting or has previous authorization given by an Officer.
2. Members have the responsibility to question fellow Member's proficiency and authority to operate a piece of machinery. Members are required to answer when and with whom they were "checked out" for the shop area, individual machine, or which relevant classes they attended. Any Member questioned, as defined above, is required to fully cooperate with the questioning Member in an effort to insure overall shop and Member safety.
3. First Aid kits are located at the entrance of the metalshop, the entrance of the woodshop, and in the marked cabinet in the kitchen. A prompt first aid response can keep most injuries and medical situations from becoming worse.
4. Be aware of your surroundings and know your nearest exit in case of fire.
5. Maintenance: Safety in the workplace requires keeping the environment free of hazards that arise from lack of regular maintenance and servicing. Members are required to report any work conditions or malfunctioning piece of equipment or tool that may pose a potential safety hazards to an Officer, staff member, or by sending notice to safety@txrxlabs.org.
6. In the event of an emergency, Members and non-members should call 911 for police, fire, and EMS.
7. In the event of unintentional ingesting or exposure to a foreign substance, Members should contact poison control at 1-800-222-1222.
8. Lifting: Most back injuries result from improper lifting. If you have any questions please refer to <https://www.osha.gov/SLTC/etools/electricalcontractors/materials/heavy.html> for lifting techniques to protect yourself from injury.
9. Personal Protective Equipment (PPE) is required while performing certain task or while operating certain pieces of machinery/tools at the Lab. It is the Member's responsibility to familiarize

themselves with all PPE requirements to insure safety. Refer to OSHA Publication <https://www.osha.gov/Publications/osha3151.html>

10. If any Member encounters an unsafe situation or observes others working in an unsafe manner, Members are required to utilize their "Stop Work Authority." Resolve the situation if you can. If the situation cannot be resolved contact an Officer or staff member and send notification via safety@txrxlabs.org. Further:
 - a. Report any on-going safety problems to an Officer.
 - b. Taking this responsibility expresses your concern and recognizes that an injury to one person hurts everyone.
 - c. We encourage your ideas and suggestions about how we can create a safer workplace. Speak to an Officer, staff member, or send your comments to safety@txrxLabs.org.
11. It is the policy of TX/RX Labs to make every effort to safeguard Members and visitors from hazards to their health and safety.

Injury Prevention

1. Do not attempt to physically assist a Member without proper training.
2. Always obtain adequate help with a task.
3. Always help supervise. Keep your eyes open for potentially dangerous situations.
4. If guards or tool rests or other safeguards are missing from tools do not use it. Immediately notify an Officer or staff member then submit your concerns to safety@txrxlabs.org so the tool can be taken out of service and a "lock out tag out" can be implemented until the tool is repaired and ready to return to service.
5. Check floors often and remove obstacles, clean spills, sweep dust, etc.
6. Wrap up and store or retract all extension cords or air hoses after use to avoid a potential tripping hazard.

First Aid Kit

First Aid kits are located in the safety cabinet at the entrance of the metalshop, the entrance of the woodshop, and in the marked cabinet in the kitchen. A prompt first aid response can keep most injuries and medical situations from growing worse.

Incident Reporting

If a Member or guest is injured you should immediately seek first aid or medical attention as necessary. The incident should be reported at once to an Officer or to safety@txrxlabs.org immediately then complete an "Incident Report" (hyperlink to Incident Report under construction) form as is required of all Members. An incident report must be completed within 24 hours detailing the alleged incident with the names and contact information of all witnesses that were present at the time of the alleged incident. Blank incident forms are available in the safety cabinet and completed forms should be hand delivered to an Officer or placed in the office mail slot.

Hazard Communication Program

Members need to be aware of the potential danger of the chemicals used in their work areas and be trained to use proper safeguards. Each area has a list of known hazardous chemicals to which Members and non-members may be exposed through their work in that department.

If you, as a Member, wish to perform a task at the Lab that requires or may produce any form of hazardous materials (<http://www.epa.gov/waste/hazard/>) prior approval must be issued in writing by an Officer. You will be required to submit a current copy of all relevant Material Safety Data Sheets (MSDS) along with a "Proposed Scope of Work" form (hyperlink to a pdf form under construction). However, you as a Member take full responsibility for all aspects of any hazardous materials associated with you approved task. This includes, but is not limited to, handling, spills, cleanup, removal, securing, injury to yourself, injury to others or, damage to property. You further agree to all of the terms and conditions set forth within in this Handbook,

other rules enacted by TX/RX Labs now or in the future regarding complete and total indemnification and, all relevant hold harmless policies will be in full force and accepted by you in their entirety. Further, you agree to operate in full compliance with all relevant local and Federal regulations regarding the handling, storing, and disposing of any hazardous materials that you bring to or, generate at TX/RX Labs or, any of its functions with or without the written approval of an Officer as defined herein.

Person or persons that elect to bring or use hazardous materials (the owner or owners) to TX/RX Labs, agree and affirm that they alone are the “generator” of any hazardous waste and/or it’s byproducts and TX/RX Labs shall in no way be deemed to be the “generator”, “owner”, or “producer” of such waste either in part or in whole. The owner agrees and affirms that they shall indemnify and hold harmless TX/RX Labs from any and all claims relevant to the storage, spillage, cleanup, disposal, and damages occurred from or by of the “owners” hazardous material.

Fire Extinguishers

There are several fire extinguishers located throughout the building. Refer to (site map hyperlink under construction) for a map of their location. We encourage you to become familiar with their location as well as their usage.

Periodically TX/RX Labs may provide fire extinguisher training. You are encouraged to register and attend this course which is free to all Members. Refer to the Calendar portion of the website for the next scheduled training session. <https://txrxlabs.org/event/>

Emergency Exits

Emergency exits are located throughout TX/RX Labs facility. You are encouraged to familiarize yourself with the various emergency exits and aware of the closest emergency exit in the event of an emergency.

Refer to TX/RX Lab Facility Map for the location of each emergency exit. (site map hyperlink under construction)

Emergency Plan

In a life threatening emergency or with any accident notify other persons in the area immediately to prevent further exposure then seek assistance. Remain calm and if necessary, call 911. Follow the 911 operator’s instructions precisely while you await their arrival. Be prepared to give the Labs address [205 Roberts St. Houston Texas 77003], your name, and the nature of the emergency.

In the event of a fire or other emergency requiring the evacuation of the building, remain calm, assist others in notifying Members and non-members while helping to direct them out of the building safely and quickly, then call 911.

After the emergency has been addressed you will be required to complete and submit an Incident Report. (hyperlink to Incident Report under construction)

Reimbursements

Purchases made on behalf of the Lab must be pre-authorized. An Officer or employee may make purchases required for the performance of their duties without item-specific pre-authorization as their election and/or hiring may be

considered as pre-authorization to the predefined limits defined in their respective Officers duty description or the employee's job description.

Members assigned by an Officer or by a specific act of the Membership may make purchases within the scope of this specific assignment yet not to exceed pre-approved budgetary limits. The authorizing Officer or act should specify a budget for such purchases.

Other Members may make purchases if authorized by the leader of a team so authorized. Ideally the team leader for a special event or project will collect everyone's receipts and give them to the Treasurer en masse with proof of pre authorization.

Application for reimbursement must be in the form of a printed receipt. The receipt must be supplied by the original vendor and must be dated and itemized. You may print out an emailed receipt. A receipt made by or created by a Member shall not be accepted in lieu of an original receipt that was misplaced. A copy of a check, bank statement, or credit card bill will not be deemed an itemized receipt as defined above.

The receipt should be signed by the person to be reimbursed. If your signature is not legible, then also print your name. Print the name of the purpose or, activity or, event, along with the and the date of the activity or event. In addition, the person or committee that granted pre-authorization shall be listed on the receipt.

If you are buying something for yourself and something for the Lab at the same time, make two transactions. Don't present a receipt with a mixture of personal purchases and Lab purchases.

If you have purchased something for the Lab and did not get a receipt, lose the receipt or, do not follow all of the above guidelines, your purchase will be deemed a donation.

If you present a receipt for the purposes of reimbursement, be prepared for the Treasurer to question Officer authorizations or any other authorization as defined above.

Enforcement

Officers may, at their discretion, make exceptions to the rules defined herein on a case by case basis. In the event TX/RX Labs elects not to enforce any part or parts of it's policy, procedures, or anything defined within this Member's Handbook does in no way negates its right to enforce such policy(s), procedures, or the rules and expectations set forth herein in the future.

In Closing

We hope you will enjoy your experience with TX/RX Labs and hope that you will make to the most of your Membership. Thank you.