



ATAMI Production Request Guidelines

Scope and purpose

This document is meant to clarify the process of requesting parts, machine tool use, and manpower support from the ATAMI manufacturing team. Parts are considered any manufacturing work to produce an item. Machine tools are considered any of the equipment in room 1072 that is electrically powered and non-portable. Manpower support is considered any assembly, disassembly, removal or relocation of equipment belonging to tenants. The ATAMI manufacturing team consists of two student technical assistants, Evan Clow and Will Putnam, and the ATAMI Process Development Manager, Todd Miller.

Requests for parts and drafting

ATAMI tenants may request that the manufacturing team create custom parts from drawings, or create 3D drawings of parts for CAD/CAM. If raw material is not supplied by the tenant, ATAMI can supply a variety of materials at market cost. Tenants submitting requests for parts must consider the following guidelines:

1. All parts requests must come with a legible drawing that includes appropriate dimensions, materials to be procured by ATAMI, how many parts requested, a brief written explanation of the technical requirements of the part, and contact information for the requestor and their employer.
2. The technical assistants are available to help draft appropriate drawings with CAD software.
3. From the time the production team receives a satisfactory drawing, allow at least five days to receive the part, or at least two days for a detailed production estimate, depending on the scale of your order.
4. Any request requiring a purchase order must be submitted to Todd Miller (todd.miller@oregonstate.edu)
5. Drawings should be submitted via email to the ATAMI technical assistants, Will Putnam (putnamw@oregonstate.edu) or Evan Clow (clowev@oregonstate.edu)

Machine Tool Use

Machine tool use is permitted by tenants who have passed ME 250 at Oregon State University or completed the ATAMI Machine Tool Operator Training Course (Coming Fall 2018!) and received specific permission for machine operation from the ATAMI manufacturing team. Failure to follow the precepts of either training program or the posted guidelines for use of the machine tools will result in loss of machine tool privileges.

Manpower Support Requests

Requests for manpower support should be submitted as far in advance as practicable. Requests submitted less than twenty four hours in advance may not be considered. Tenants are welcome to request manpower support for any reasonable task. Requests for manpower support may be made digitally, in writing, or verbally, and may be submitted to any member of the ATAMI manufacturing team.