**Memorandum of Understanding**

The Hydrogen Properties for Energy Research (HYPER) laboratory at Washington State University (WSU), founded in August of 2010, *continues the mission to advance the technology readiness level of cryogenic and/or hydrogen systems*. To fulfill this mission, members of the laboratory must endeavor to *continuously improve* the professionalism of both themselves and the lab community. Occasionally, the HYPER laboratory will take on temporary undergraduate help over the course of a semester or summer. This document established expectations for these part-time laboratory members.

**Expectations of Part-time Laboratory Members**

A HYPER *Laboratory Part-time Member* is defined as an individual who contributes to the HYPER community and research products that advance the laboratory Mission over a short or temporary time period.

*1. The Laboratory Part-time Members will* be given access to HYPER laboratory communication systems (Slack) and computing systems that are for research purposes only. Access to these systems will end at project completion.

*2. The Laboratory Part-time Members will* be given placed on time-slip appointment when possible. It is your responsibility to log your time and submit your time cards for approval by the Laboratory Director. The MME department will need to place you on a timeslip appointment using a social security card or birth certificate.

*3. The Laboratory Part-time Members shall* be given a project and a HYPER laboratory member to report to for their project activities.

*4. The Laboratory Part-time Members shall* develop a project specification document to define the goals and objectives of their activities and the anticipated outcome/products or result of the effort in order to stay focused on project deliverables. This project specification will be mutually agreed upon and signed for approval by the Laboratory Director and the relevant HYPER Laboratory Member.

*5. The Laboratory Part-time Members shall* take full responsibility for their personal safety, recognize that any safety incident reflects poorly on the lab community, and endeavor to continuously improve the safety of the laboratory for all lab members.

*6. The Laboratory Part-time Members shall* continuously improve the laboratory spaces (e.g. physical, financial, and virtual) to fulfill the lab Mission and the expectations of this document.

*7. The Laboratory Part-time Members shall* communicate all issues that jeopardize the expectations set forth in this document promptly to the Laboratory Director.

Name Signature Date