



# Machine Operating Charges

The **CEID Mini-Fab Lab**, **CEID Shop** and all affiliated entities are not production facilities. Work completed at these locations must be for student course work, CEID departmental operations, CEID related research and/or CEID prototyping. All other use requires prior approval of the Dean of the UTSA College of Architecture, Construction and Planning or their designee.

- Charges are subject to change.
- Charge calculation:
  - o **3D Printing** – Setup & Configuration + Grams of Material Used + Labor
  - o **CNC & Laser Cutter** – Setup & Configuration + Use Time + Labor
- Some categories may be discounted or calculated at a % of the amount listed.
- Operational expenses include tooling, filament/print media, etc. and are incorporated into the pricing.
- Labor may include assistance with file preparation, machine preparation, equipment programming, and monitoring machine operation.
- Charges do not include material supplies, clean-up, fasteners, post processing (surface/edge finishing, painting, etc.)
- Unless otherwise listed or with prior approval, must be prepaid using methods shown.
- Machine Use/Access
  - o **Priority of Service**
    - 1) Student direct related course work (First-Come/First-Serve)
    - 2) College related research/project
    - 3) CEID Student or faculty research (granted or non-granted)
    - 4) Non-CEID Student or faculty research (granted or non-granted)
    - 5) Other UTSA departmental projects
    - 6) UTSA Partners (Alumni, Business Partners, Community Partners, etc.)
    - 7) Non-UTSA Partners
  - o **Priority Rescheduling** – at any point and without notice any work may be rescheduled due to a request submitted from higher priority categories.
- All work other than CEID student and faculty submitted requests **MUST** have prior approval of the Dean of the College of Architecture, Construction and Planning or an appointed designee.

# Directly School Coursework Related

- Files must be submitted for assessment
- Examples
  - o Summative & formative assessments
  - o Class project set by faculty with a deadline
  - o Example project for class demonstration (faculty only)
- Payment Options & Process
  - o Personal credit card or UTSA RowdyCard
  - o Required to have on file a signed disclaimer for use indicating school related
  - o If purpose of work is misrepresented, all future use will be charged at the “**UTSA Affiliated Personal Projects**” rates.
  - o If necessary faculty or staff directing use may be contacted.
- **3D Printer Only** – Failure of any job caused by flaw of model is the responsibility of submitter. Any additional prints due to failure will be billed at standard rates.
- **CNC & Analog Equipment Only** – UTSA CEID, CEID departments or CEID staff are not responsible for damage caused by CNC or Analog equipment malfunction. Cost for any replacement material damaged is the responsibility of the submitter.

Directly School School Related (Class Projects, Assessments, etc.)	
<b>Setup &amp; Configuration</b>	No-Charge
<b>Labor</b>	No-Charge
<b>3D Printer</b>	
PLA – Standard	\$0.22/gram
PLA – Translucent	\$0.27/gram
PETG	\$0.39/gram
Wood/Cork	\$0.32/gram
Copper & Bronze	\$0.40/gram
<b>CNC Router</b>	\$6.00/hour
<b>Laser Cutter</b>	\$2.75/half-hour
<b>Analog Equipment</b>	No-Charge

# CEID Faculty/Student Research (Granted or Non-Granted)

- Files must be submitted for assessment
- Examples
  - o Design Build (Prototyping & Production pieces)
  - o Faculty Research
  - o Student Research (Graduate and Undergraduate)
  - o Professional Development (Licensure requirements, etc.)
- Payment Options & Process
  - o Personal credit card, UTSA OneCard or UTSA Rowdy Card
  - o Department or Grant charge (Faculty Research Only)
    - Approval of department chair required, research center administrator, primary investigator (grants), college Business Operations Manager, Dean or any combination of these.
    - MUST have approval form completed prior to work being initiated.
- Analog Equipment
  - o Can only be used by those who have completed the required CEID Shop safety and use training.
  - o Staff will not complete work on your behalf.
- **3D Printer Only** – Failure of any job caused by flaw of model is responsibility of submitter. Any additional prints due to this type of failure will be billed at standard rates.
- **CNC & Analog Equipment Only** – UTSA CEID, CEID departments or CEID staff are not responsible for damage caused by CNC or Analog equipment malfunction. Cost for any replacement material damaged is the responsibility of the submitter.

CEID Faculty/Student Research (Granted or Non-Granted)	
<b>Setup &amp; Configuration</b>	\$15.00
<b>Labor</b>	\$15.00/hour (billed in 15 minute increments)
<b>3D Printer</b>	
PLA – Standard	\$0.22/gram
PLA – Translucent	\$0.27/gram
PETG	\$0.39/gram
Wood/Cork	\$0.32/gram
Copper & Bronze	\$0.40/gram
<b>CNC Router</b>	\$6.00/hour
<b>Laser Cutter</b>	\$2.75/half-hour
<b>Analog Equipment</b>	No-Charge

# CEID College/Department Projects

- Files must be submitted for assessment
- Examples
  - o CEID Promotional Projects
  - o Miscellaneous College Projects
  - o Projects for Student and Faculty Organizations
  - o CEID Building Projects
  - o Design Build Production Pieces
- Payment Options & Process
  - o Personal and UTSA OneCard credit card or UTSA RowdyCard
  - o Department Cost Center charge
    - Requires approval of department head or designee (No Exceptions)
    - MUST have completed and approved form prior to work being initiated. (No Exceptions)
- Analog Equipment
  - o Can only be used by those who have completed the required CEID Shop safety and use training.
  - o Any work completed by staff will be billed at hourly labor rate listed.
- **3D Printer Only** – Failure of any job caused by flaw of model is responsibility of submitter. Any additional prints due to failure will be billed at standard rates.
- **CNC & Analog Equipment** – UTSA CEID, CEID departments or CEID staff are not responsible for damage caused by CNC or Analog equipment malfunction. Cost for any replacement material damaged is the responsibility of the submitter.

<b>CEID Related Projects</b> (CEID Building Projects, Design Builds, Promotional Projects, etc.)	
<b>Setup &amp; Configuration</b>	\$15.00
<b>Labor</b>	\$15.00/hour (billed in 15 minute increments)
<b>3D Printer</b>	
PLA – Standard	\$0.22/gram
PLA – Translucent	\$0.27/gram
PETG	\$0.39/gram
Wood/Cork	\$0.32/gram
Copper & Bronze	\$0.40/gram
<b>CNC Router</b>	\$8.00/hour
<b>Laser Cutter</b>	\$2.75/half-hour
<b>Analog Equipment</b>	No-Charge

# Other UTSA Colleges/Departments (Departmental Use Only)

- Written approval for Department head, primary investigator or designee and CEID Dean or designee. (No Exceptions)
- Files must be submitted for assessment
- Analog Equipment
  - o Currently only affiliated staff who have completed the required CEID Safety and Use training may use analog equipment
  - o Billed at the Labor Rate listed.
- Payment Process
  - o Personal and UTSA OneCard credit card or UTSA RowdyCard
- Analog Equipment
  - o Can only be used by those who have completed the required CEID Shop safety and use training.
  - o Any work completed by staff will be billed at labor hourly rate listed.
- **3D Printer Only** – Failure of any job caused by flaw of model is responsibility of submitter. Any additional prints due to failure will be billed at standard rates.
- **CNC, Laser Cutter & Analog Equipment** – Only CEID Shop & CEID-IT staff may use this equipment for a project which will be billed at the **Setup & Configuration+Labor Rate+Equipment Time** rates. UTSA CEID, CEID departments or CEID staff are not responsible for damaged caused by CNC, Laser Cutter or Analog equipment malfunction. Cost for any material damaged is the responsibility of the submitter.

<b>Other UTSA Departments</b> (Cost + Labor + Expenses)	
<b>Setup &amp; Configuration</b>	\$15.00
<b>Labor</b>	\$25.00/hour (billed in 15 minute increments)
<b>3D Printer</b>	
PLA – Standard	\$0.50/gram
PLA – Translucent	\$0.75/gram
PETG	\$0.88/gram
Wood/Cork	\$1.00/gram
Copper & Bronze	\$1.25/gram
<b>CNC Router</b>	\$20.00/hour
<b>Laser Cutter</b>	\$6.00/half-hour
<b>Analog Equipment</b>	N/A

# UTSA CEID Partners

- Available to UTSA CEID Partners (Corporate Donors, Community Partners, etc.)
- Prior approval of Dean of the College of Architecture, Construction and Planning required (No Exceptions)
- Priority Policy strictly enforced
- Files must be submitted for assessment
- Analog Equipment
  - o Currently only affiliated staff who have completed the required CEID Safety and Use training use analog equipment for UTSA CEID Partners
  - o Billed at the Labor Rate listed.
- Payment Options & Process
  - o Personal/corporate credit card
  - o Check (prior approval required by CEID-IT)
- Analog Equipment
  - o Can only be used by those who have completed the required CEID Shop safety and use training.
  - o Any work completed by staff will be billed at labor hourly rate listed.
- **3D Printer Only** – Failure of any job caused by flaw of model is responsibility of submitter. Any additional prints due to failure will be billed at standard rates.
- **CNC & Analog Equipment** – UTSA CEID, CEID departments or CEID staff are not responsible for damage caused by CNC or Analog equipment malfunction. Cost for any replacement material damaged is the responsibility of the submitter.
- **Laser Cutter** – Only CEID-IT staff may use the Laser Cutter’s for CEID Partners which will be billed at **Labor+Laser Cutter Time Rate** noted. Exception to this policy are former students working for a partner, who have shown their knowledge/experience with the equipment and have a disclaimer on file which will be billed at **Laser Cutter Time Rate** only.

<b>UTSA CEID Partners</b> (Cost + Labor + Expenses)	
<b>Setup &amp; Configuration</b>	\$25.00
<b>Labor</b>	\$35.00/hour (billed in 15 minute increments)
<b>3D Printer</b>	
PLA – Standard	\$0.60/gram
PLA – Translucent	\$1.00/gram
PETG	\$1.05/gram
Wood/Cork	\$1.30/gram
Copper & Bronze	\$1.45/gram
<b>CNC Router</b>	\$30.00/hour
<b>Laser Cutter</b>	\$7.00/half-hour
<b>Analog Equipment</b>	N/A

# UTSA Affiliated Personal Use

- Available only to current students, faculty, alumni or staff currently affiliated with UTSA
- Files must be submitted for assessment
- Examples
  - o Projects for personal applications
  - o For off campus purpose
- Not Production (cannot be multiples)
- Not for Profit
  - Cannot be paid by outside source
  - Cannot contain logos or business information
- Analog Equipment
  - o Can only be used by UTSA affiliates who have completed the required CEID Shop safety and use training.
  - o Staff will not complete work on your behalf.
  - o Billed at hourly rate listed.
- Payment Options & Process
  - o Personal credit card or UTSA RowdyCard
  - o Check (Prior approval required by CEID-IT)
- **3D Printer Only** – Failure of any job caused by flaw of model is responsibility of submitter. Any additional prints due to failure will be billed at standard rates.
- **CNC & Analog Equipment** – Only CEID-IT staff may use the Laser Cutter’s for CEID Partners which will be billed at **Labor+Laser Cutter Time Rate** noted. Exception to this policy are former students, who have shown their knowledge/experience with the equipment and have a disclaimer on file which will be billed at **Laser Cutter Time Rate** only.

<b>UTSA CEID Partners</b> (Cost + Labor + Expenses)	
<b>Setup &amp; Configuration</b>	\$25.00
<b>Labor</b>	\$35.00/hour (billed in 15 minute increments)
<b>3D Printer</b>	
PLA – Standard	\$0.60/gram
PLA – Translucent	\$1.00/gram
PETG	\$1.05/gram
Wood/Cork	\$1.30/gram
Copper & Bronze	\$1.45/gram
<b>CNC Router</b>	\$30.00/hour
<b>Laser Cutter</b>	\$5.50/half-hour (Alumni) \$7.00/half-hour
<b>Analog Equipment</b>	N/A