ENVIRONMENTAL MONITORING & HYDROLOGY LABORATORY

ACCESS AND KEY AUTHORIZATION FORM

FLC 114

Name: ___________________________ UG, Grad, Faculty or Staff: ___________________________

NetID: ___________________________

Requesting Access to: Environmental Monitoring & Hydrology Laboratory (CAST 114 & 114A)

Supervisor or PI Responsible for Lab Activity: ________________________________

Access Dates

Start Date: ___________________________ End Date: ___________________________

Access to the laboratory expires when training requirements lapse. It is your responsibility to renew all required trainings and to notify the lab manager to extend lab access.

Duties of Assignment (be specific): ________________________________

________________________________________________________________________

Requires Key Access (Consult with your supervisor if uncertain) circle either: Yes No

Requires the Following Training:

___ Lab Safety Training & Chemical Waste Management

Date completed ___________________________ Expiration Date ___________________________

___ General Lab Safety & Orientation (Laboratory Supervisor)

Date completed ___________________________

Laboratory Policies

If you are found in violation of any of the policies below, or conducting dangerous or inappropriate behavior: the first time you will lose key access to the Laboratory for a one week period; the second time you will lose key access permanently; and the third time you will not be allowed to conduct any activities in the Laboratory. You are responsible for any consequences this may have on your timely graduation and your ability to make continued progress toward the successful completion of your degree. The decision to enforce violations will be made by the Professor in charge of the Environmental Monitoring Laboratory. The Laboratory policies are:

a) Follow all provisions in the CEE Laboratory Access and Key Distribution Policy.

b) Follow all procedures identified in the required safety class.
c) It is highly recommended to work in the lab with at least one other person in the Laboratory at all times.

d) Tools and equipment are only allowed to be used for the application they are designed for.

e) Always work with care when using equipment in the Laboratory and only use that equipment which you have received training on and are competent and proficient using.

f) Report any incidents immediately.

g) No food or beverages are to be consumed or brought into the Laboratory.

h) You are responsible for the conduct and behavior of yourselves and may be held responsible for the cost of any damage to equipment and instruments as a result of violation of established safety protocols and policies.

i) Lab door shall not be left open (by faculty and students) at any time and students cannot let any unauthorized person/student in the lab, unless arrangement is made with the supervising faculty.

I verify that I, _______________________________ have read and fully understand the
(print name)

University of Connecticut’s Environmental Monitoring Laboratory Policies. I hereby agree to follow these policies while working in the Environmental Monitoring Laboratory.

_____________________________  __________________________
(sign)  (date)

Required Approvals

_____________________________  Date
Professor Responsible for Student Activity

_____________________________  Date
Laboratory Supervisor

_____________________________  Date
Department Head, if needed