## TRANSPORTATION SYSTEM LABORATORY

## ACCESS AND KEY AUTHORIZATION FORM

Name:		UG, Grad, f	aculty or Staff:_		
NetID (eg. ABC12345	5):				
Requesting Access to: Transportation System Laboratory (CAST 210)					
Professor in Charge	of Space: <u>Nicho</u>	las Lownes			
Supervisor or PI:					
Access Dates	Start Date:		End Date:		
		(MM/DD/YYYY)		(MM/DD/YYYY)	
Duties of Assignment (be specific):					
Requires Key Card A	ccess? (circle or	ne): Yes	Νο		
No Safety Training re	equired.				

## **Transportation Systems Laboratory Policies (Castleman 210)**

The Transportation Systems Laboratory is a shared use space. It is critical that while you work in the Transportation Systems Laboratory you consider your actions and their impact on others, and the Laboratory environment on a daily basis. All of the policies and procedures contained herein must be followed, and your willingness and cooperation to improve the quality of the Laboratory will be monitored during your tenure. The safety protocols are developed to ensure the smooth operation of our laboratory.

If you are found in violation of any of the below policies, 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 research in the Laboratory**. You, the student, 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 Transportation Systems Laboratory faculty and may not be overruled by your responsible supervisor. The Laboratory policies are:

- a) Respect shared space and the test set up and belongings of other groups.
- b) Equipment is only allowed to be used for the application it is designed for.
- c) Do not write on the projector screen.

- d) Report any incidents immediately.
- e) No food or beverages are to be consumed or brought into the Laboratory.
- f) Do not use any supplies (paper, ink, data collection equipment, etc.) without permission.
- g) Students are responsible for their conduct and behavior of themselves 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
- h) Log off computer and push in chair when you leave.
- i) Be sure to power off projector & LCDs and raise projector screen after use.
- j) Do not remove furniture or equipment from the laboratory without permission.
- k) Lab door shall not be left open (by faculties and students) at any time and student cannot let any unauthorized person/student in the lab, unless an arrangement is made with the supervising faculty.
- I) If you are the last person to leave, turn off the lights.
- m) If you need use of the room, please check availability with your advisor (there is an outlook calendar).

I verify that I,\_\_\_\_\_ have read and fully understand the

(print name)

University of Connecticut's Transportation Systems Laboratory Policies. I hereby agree to follow these

policies while working in the Transportation Systems Laboratory.

(sign)

(date)

**Required Approvals** 

Signature of Professor Responsible for Student Activity

Name and Signature of Transportation Lab Manager

Name and Signature of Department Head

(Only Needed for Undergrads and Non-CEE Students)

Date

Date

Date