

SOIL PHYSICS TEACHING/RESEARCH LABORATORY
ACCESS AND KEY AUTHORIZATION FORM
FLC 101 & 102

Name: _____

NetID: _____ Faculty, UG, Grad or Staff _____

Requesting Access to: Soil Physics Laboratory (Castleman Room 101 or 102)

Responsible Individual in-charge of Lab: Jonathon Drasdis, Laboratory Supervisor

Supervisor or PI Responsible for Lab Activity: _____

Laboratory Access Dates Start Date: _____ End Date: _____

Access to the laboratory will expire when safety training expires. It is your responsibility to renew all required trainings prior to expiration and to contact the Lab Manager for extended access.

Duties of Assignment in Lab (Be specific. Include types of testing & equipment/supplies needed to conduct work): _____

Key Distribution Required (Consult with your supervisor and circle either): Yes or No

Required EH&S Safety Training courses (sign-up for safety training course at the following link using NetID and password):

___ Lab Safety & Chemical Waste Management (EH&S) _____

<http://ehs.uconn.edu/training/schedule/ChemTrainingSchedule.php#1>

Date completed

Expiration Date

___ Reviewed CEE Laboratory Safety Policies and Procedures manual*

& met with Laboratory Supervisor _____

Notes: * found at: <http://www.engr.uconn.edu/cee/home/infrastructure>

Date completed

Soil Physics Teaching/Research Laboratory Policies

The Soil Physics Laboratory is a shared use space for research and teaching activities. It is critical that you work in the Soil Physics Laboratory while actively considering your actions and 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 operational and safety policies 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 work in the Laboratory.** You, the employee or student, are responsible for any consequences this may have on your work. This may include meeting your research, graduation or your ability to make continued progress toward the successful completion of your degree. The decision to enforce violations will be made by the Soil Physics Laboratory personnel and may not be overruled by your direct supervisor. The Soil Physics Laboratory policies are:

- a) **Follow all provisions in the CEE Laboratory Access and Key Distribution Policy and the CEE Laboratory Safety Policies and Procedures manual.**
- b) **Follow all safety policies identified in the safety classes offered by EH&S and pertinent documentation.**
- c) **Follow all provisions identified in the Workplace Hazard Assessment Form for the Soil Physics Laboratory (CAST 101). If you are a university employee, you must complete the Employee Safety Orientation form.**
- d) **It is highly recommended that you work with one other person in the Laboratory at all times.**
- e) **Do not use supplies belonging to the teaching lab. Consumables should be purchased for your specific work.**
- f) **Borrowing equipment from the Soil Physics Lab, however; you must meet with and discuss with the Laboratory Supervisor. A sign-out list exists to indicate what is being borrowed and when it will be returned.**
- g) **Respect shared space and the test set up and belongings of others working in the lab. Do not borrow from other designated work spaces.**
- h) **Tools and equipment are only permitted to be used for the application they are designed for.**
- i) **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.**
- j) **Tools and equipment should be stored safely and orderly. Every single tool and device should be returned to the storage cabinets or the tool chest at the end of the day (or before then, if you are done testing) and set back up in the morning when you resume testing. The student is solely in charge of collecting the unused tools and cleaning the workstation. The tools, equipment and workstation should be cleaner when you leave than when you arrive. The only exceptions are the instruments being used in an ACTIVE experiment which their removal demand SIGNIFICANT reinstallation effort.**
- k) **Electrical cords and power strips are not to be daisy chained.**
- l) **PPE (safety glasses, gloves, etc.) are to be worn as needed in the Laboratory.**
- m) **Proper footwear (steel toed shoes) is to be worn when crush hazards are present in the Laboratory.**
- n) **Protective gloves and harnesses should be used as needed.**
- o) **Hardhats, gloves, eye protection, harnesses, etc. are not to be worn or taken outside of the Laboratory.**
- p) **Report any incidents immediately using the proper lines of communication (see CEE manual).**
- q) **No food or beverages are to be consumed or brought into the Laboratory.**
- r) **Students are responsible for the 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.**
- s) **Lab door shall not be left open (do not prop door) at any time and student/employees are not permitted to allow access to unauthorized person/student in the lab, unless arrangement is made with the Laboratory Supervisor.**

I verify that I, _____ have read and fully understand the

(Student/Employee - print name)

University of Connecticut's Soil Physics Laboratory Policies. I hereby agree to follow these

policies while working in the Soil Physics Laboratory.

(sign)

(date)

Required Approvals

Obtain each signature in descending order

Supervisor or PI Responsible for Lab Activity

Date

Name and Signature of Laboratory Supervisor

Date

Name and Signature of Department Head

Date