

# GEO-ENVIRONMENTAL LABORATORY

## ACCESS AND KEY AUTHORIZATION FORM

### FLC 105

Name: \_\_\_\_\_

NetID: \_\_\_\_\_ Faculty, UG, Grad or Staff \_\_\_\_\_

Requesting Access to: Geo-Environmental Laboratory (CAST 105)

Supervisor or PI Responsible for Lab Activity: \_\_\_\_\_

Access Dates: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**Key Access to the laboratory will be removed and your key returned when training requirements expire. It is your responsibility to renew all required trainings before they expire and notify the Lab Manager.**

Duties of Assignment (be specific): \_\_\_\_\_

Requires Key Access (Consult with supervisor and circle either): Yes or No

Requires Following Training:

\_\_\_ Lab Safety & Chemical Waste Management (EH&S) \_\_\_\_\_  
Date completed Expiration Date

\_\_\_ General Lab Safety & Orientation \_\_\_\_\_  
(Laboratory Supervisor or Lab PI) 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, 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 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 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.
- 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 Geo-Environmental Laboratory Policies. I hereby agree to follow these policies while working in the Geo-Environmental Laboratory.

\_\_\_\_\_  
 (sign) (date)

### Required Approvals

\_\_\_\_\_  
 Supervisor or PI Responsible for Lab Activity

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Laboratory Supervisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Head, if needed

\_\_\_\_\_  
 Date