

**STRUCTURES RESEARCH LABORATORY
ACCESS AND KEY AUTHORIZATION FORM**

CAST 115

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

NetID: _____

Requesting Access to: Structures Research Laboratory (CAST 115)

Professor in Charge of Space: Richard Christenson

Supervisor or PI Responsible for Lab Activity: _____

Access Dates: Start Date: _____ End Date: _____

(Access to the laboratory will be removed when training requirements expire. It is the student's responsibility to renew all required trainings.)

Duties of Assignment (be specific): _____

Requires Key Access? (Consult with your supervisor and circle one): Yes No

Requires Safety Training (Consult with supervisor and check required courses based on WHA form):

___ Lab Safety & Chemical Waste Management (EH&S)	_____	_____
	Date completed	Expiration Date
___ Personal Protective Equipment (EH&S)	_____	_____
	Date completed	Expiration Date
___ Back Safety & Injury Prevention (EH&S)	_____	_____
	Date completed	Expiration Date
___ Bridge, Crane & Rigging Class (EH&S)	_____	
	Date completed	
___ General Lab Safety and Orientation (Laboratory Supervisor)	_____	
	Date completed	

Structures Research Laboratory Policies

The Structures Research Laboratory is a shared use space. It is critical that you work in the Structures Research 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 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 Structures Research Laboratory faculty and may not be overruled by your responsible supervisor. The Laboratory policies are:

- a) **Follow all provisions in the CEE Laboratory Access and Key Distribution Policy**
- b) **Follow all procedures identified in required safety classes.**
- c) **Follow all provisions identified in the Workplace Hazard Assessment Form for the Structures Research Laboratory (CAST 115)**
- d) **It is highly recommended to work in the lab with at least one other person in the Laboratory at all times.**
- e) **Respect shared space and the test set up and belongings of other groups.**
- f) **Tools and equipment are only allowed to be used for the application they are designed for.**
- g) **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.**
- h) **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 only exceptions are the instruments being used in an ACTIVE experiment which their removal demand SIGNIFICANT reinstallation effort. A test will be considered active only if the student is running the test or working on the setup, at least four hours a day, every day.**
- i) **Electrical cords and power strips are not to be daisy chained.**
- j) **Hardhats and safety glasses are to be worn at all times in the Laboratory.**
- k) **Proper footwear is to be worn at all times in the Laboratory (steel toed shoes).**
- l) **Protective gloves and harnesses should be used as needed.**
- m) **Hardhats, gloves, eye protection, harnesses, etc. are not to be worn or taken outside of the Laboratory.**
- n) **Report any incidents immediately.**
- o) **No food or beverages are to be consumed or brought into the Laboratory.**
- p) **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**
- q) **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 arrangement is made with the supervising faculty.**

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

(print name)

University of Connecticut's Structures Research Laboratory Policies. I hereby agree to follow these

policies while working in the Structures Research Laboratory.

(sign)

(date)

Required Approvals

Professor Responsible for Student Activity

Date

Name and Signature of other Structures Lab Faculty

Date

Name and Signature of other Structures Lab Faculty

Date

Name and Signature of other Structures Lab Faculty

Date

Name and Signature of Laboratory Supervisor

Date

Name and Signature of Department Head

Date