

# ENVIRONMENTAL ENGINEERING RESEARCH LABORATORY

## ACCESS AND KEY AUTHORIZATION FORM

### FLC 215, 216, 217 & 218

Name of Student, Faculty or Staff: \_\_\_\_\_

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

Requesting Access to: Environmental Engineering Laboratory (Castleman 215) \_\_\_\_\_

Contaminant Fate Laboratory (Castleman 216) \_\_\_\_\_

Water Chemistry Laboratory (Castleman 217) \_\_\_\_\_

Contaminant Fate Laboratory (Castleman 218) \_\_\_\_\_

Responsible Individual in-charge of Lab: 215 & 217 Vadas, 216 (Mellor) and 218 (Li) \_\_\_\_\_

Supervisor or PI: \_\_\_\_\_

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

(Lab access expires when training expires. It is your responsibility to renew all required trainings and notify the Lab Manager to extend lab access)

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

\_\_\_\_\_  
\_\_\_\_\_

Key Distribution Required? (consult with your supervisor if uncertain) Circle either: Yes 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

\_\_\_ Bio Safety Training, if required (EH&S) \_\_\_\_\_

<http://www.ehs.uconn.edu/training/schedule/BioTrainingSchedule.php#3> Date completed Expiration Date

\_\_\_ Reviewed CEE Laboratory Safety Policies & Procedures manual\* \_\_\_\_\_

& met with Laboratory Supervisor \_\_\_\_\_

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

## Environmental Engineering Research Laboratory Policies

The Environmental Engineering Laboratory is a shared use space for research activities. It is critical that you work in the Environmental 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 Environmental Engineering Laboratory personnel and may not be overruled by your direct supervisor. The Environmental Engineering 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. Follow all university policies indicated on the <http://www.ehs.uconn.edu/> website.**
- 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 Environmental Engineering Laboratory (CAST 215, 216, 217, 218). If you are a university employee, you must complete the Employee Safety Orientation form, provided by your supervisor.**
- d) **It is highly recommended that you work with one other person in the Laboratory at all times. You are discouraged from working alone in the lab.**
- e) **Do not use chemicals or supplies belonging to other research groups without asking. Consumables should be purchased for your specific work.**
- f) **Do not use technical equipment unless you have been properly trained by the PI, another graduate student with expertise, or the Laboratory Supervisor.**
- g) **Borrowing equipment from the Environmental Engineering Lab is permitted, however; you must meet with and discuss with the PI or the Laboratory Supervisor. A sign-out list exists in the Lab to indicate what is being borrowed, who is borrowing and when it will be returned.**
- h) **Respect shared space and equipment belonging of others working in the lab. Do not borrow from other designated work spaces.**
- i) **Tools and equipment at specific work stations are designated for the specified equipment and should not be used elsewhere, without explicit permission from the PI. Return equipment to the proper location at the end of each day.**
- j) **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.**
- k) **Electrical cords and power strips are not to be daisy chained in the lab, this is an electrical hazard. Extension cords are not to be permanent installations in the lab, disconnect each work day.**
- l) **PPE (safety glasses, protective gloves, etc.) are to be worn as needed in the Laboratory, when appropriate. No shorts or sandals.**
- m) **Clean your respective work area at the end of each work day. Cleaning supplies are available in the lab for your use.**
- n) **Report any incidents immediately using the proper lines of communication (see CEE Lab manual).**
- 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 propped or left open at any time and student/employees are not permitted to allow access to unauthorized person/student in the lab.**

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

(Student/Employee - print name)

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

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

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

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## Required Approvals

Obtain each signature below in descending order

\_\_\_\_\_  
PI Responsible for Lab Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Laboratory PI (Vadas/Mellor/Li)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tertiary Laboratory PI (Vadas/Mellor/Li)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Laboratory Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Department Head

\_\_\_\_\_  
Date