

CEE Laboratory Access and Key Distribution Policy

At the request of the faculty a formal departmental policy has been developed in order to be able to communicate to various entities requesting laboratory access. This document articulates some basic elements for this policy.

Graduate Students

Research Assistants (RAs)

- **Office & Desk Keys** – Funded graduate students can gain access to their assigned office, desk, and file cabinets by completing the Key Distribution Form. The key should be returned upon completion of degree requirements or change in student status (from funded to not funded). It is the responsibility of the supervising professor (advisor) to secure the safe return of the key and that the desk area, etc. are cleaned with no books or folders left behind. No release signature should be provided for degree conferral unless the advisor and/or the department representative have verified that all conditions mentioned above have been met. A \$10 safety deposit will be required for each key issued to a student.
- **Laboratory Keys** – Graduate Students can obtain keys to the laboratory space that they will be working in by completing the Access Authorization Form documenting authorization from the professor in charge of the laboratory and passing all safety training requirements. An appropriate communication between the RA's supervising professor (advisor) and the professor in charge of the laboratory must take effect so everybody is on the same page before the next steps are followed. There are several required safety trainings associated with working in the labs. A Laboratory Safety Manual (available through the main office) will be provided to graduate students and the student should meet with the Laboratory Supervisor to schedule all required training. Only after all training is complete, a key can be issued. A \$10 safety deposit will be required for each key issued to a student.

Teaching Assistants (TAs)

- Several graduate students are assigned teaching assignments during each semester. A Key Distribution Form will need to be completed to gain access to the area or cabinets for teaching purposes. TAs can obtain keys to the laboratory space that they will be working in by completing the Access Authorization Form documenting authorization from the professor in charge of the laboratory and passing all safety training requirements. An appropriate communication between the student's supervising professor (course

instructor) and the professor in charge of the laboratory must take effect so everybody is on the same page before the next steps are followed. If the student will be teaching in a laboratory space, all training requirements need to be met prior to key distribution. A Laboratory Safety Manual (available through the main office) will be provided to graduate students and the student should meet with the Laboratory Supervisor to schedule all required training. Only after all training is complete, a key can be issued. The supervising (course instructor) CEE professor is responsible for the student and their conduct. A \$10 safety deposit will be required for each key issued to a student.

Undergraduate Students

Undergraduate students will be allowed access to laboratories only under specific conditions, such as participation in teaching, research or approved senior design and thesis activities. Even when access is authorized, undergraduate students should be discouraged from working in laboratories outside normal business hours (8am to 5pm) or weekends unless an appropriate supervisor is present (faculty, graduate student, or more experienced/senior undergraduate).

CEE Students

- **Laboratory Access** – In general, CEE undergraduate students will not have laboratory key privileges and will be allowed to gain access to laboratories by following a check-out process for laboratory keys at the main office. CEE undergraduate students can obtain access to the laboratory space by completing the Access Authorization Form documenting authorization from the professor in charge of the laboratory and passing all safety training requirements. The professor should include what the responsibilities or duties of the student will be. An appropriate communication between the student's supervising professor (advisor) and the professor in charge of the laboratory must take effect so everybody is on the same page before the next steps are followed. This information will assist the Laboratory Supervisor in understanding the complexity of safety training required for the student. A Laboratory Safety Manual will be provided to the undergraduate student and the student should meet with the Laboratory Supervisor to schedule all required trainings. Only after all training is complete, access to the laboratory will be given.
- **Laboratory Keys** – Under special circumstances and at the discretion of the Department Head, CEE undergraduate students will be allowed to obtain keys to the laboratory space that they will be working in. This will require completing the Access Authorization Form documenting the approval of the professor in charge of the laboratory and the Department Head. Only after all training is complete, a key can be issued. The

supervising (advisor) CEE professor is responsible for the student and their conduct. A \$10 safety deposit will be required for each key issued to a student.

Non-CEE Students

- Laboratory Keys – Laboratory keys are not to be distributed to students that are not students of Civil & Environmental Engineering under most circumstances. If a student needs to gain access to laboratory space, authorization is required from a CEE professor who will act as the host or supervising professor and the professor in charge of the laboratory. Once the Access Authorization Form has been completed and all appropriate authorizations are received the office staff can provide access to the space. A Laboratory Safety Manual will be provided to the undergraduate student and the student should meet with the Laboratory Supervisor to schedule all required trainings. Only after all training is complete, access to the laboratory will be given. The supervising (host) CEE professor is responsible for the student and their conduct. In the very infrequent case that a non-CEE student actively, and over an extended period of time, participates in a CEE faculty's research group, and at the discretion of the Department Head, a key authorization may be deemed appropriate. A \$10 safety deposit will be required for each key issued to a student.
- If the projected use of CEE laboratory space (or device) by non-CEE students is extensive, or the proposed activity is part of a funded project (research or senior design) the Department Head needs to be consulted and provide approval for such use. Specific arrangements between CEE and the student's home department must be made for charging appropriate facility utilization fees or laboratory personnel time. These fees will offset costs associated with routine maintenance of our equipment and possible damages incurred during the utilization. They will also cover time spent by our staff training the non-CEE students in order to use the facility and arranging appropriate schedules so that these activities do not interfere with or impact negatively other CEE research or teaching activities.

An appropriate fee structure is as follows:

Facility cost: \$80/8-hr day or \$50/4-hr day

Technical Help (Laboratory Manager or Supervisor time): \$40/hr.

Undergraduate Academic Assistants (UAAs)

- Several undergraduate students are typically offered work assignments during each semester. A Key Distribution Form will need to be completed to gain access to the area

or cabinets for teaching purposes. If UAA students will be teaching in a laboratory space, they can obtain keys to the laboratory space that they will be working in by completing the Access Authorization Form and receiving authorization from the professor in charge of the laboratory and passing all safety training requirements. An appropriate communication between the student's supervising professor (course instructor) and the professor in charge of the laboratory must take effect so everybody is on the same page before the next steps are followed. There are several required safety trainings associated with working in the labs. A Laboratory Safety Manual (available through the main office) will be provided and the student should meet with the Laboratory Supervisor to schedule all required training. Only after all training is complete, a key can be issued. The supervising (course instructor) CEE professor is responsible for the student and their conduct. A \$10 safety deposit will be required for each key issued to a student.

Visiting Scholars

- A Key Distribution Form will need to be completed to gain access to the office area and any other offices or laboratories as deemed appropriate. If the Visiting Scholar will require access to laboratory space, they can obtain keys to the laboratory space that they will be working in by completing the Access Authorization Form and receiving authorization from the professor in charge of the laboratory and passing all safety training requirements. There are several required safety trainings associated with working in the labs. A Laboratory Safety Manual (available through the main office) will be provided and the Visiting Scholar should meet with the Laboratory Supervisor to schedule all required training. Only after all training is complete, a laboratory key can be issued. A \$10 safety deposit will be required for each key issued to a Visiting Scholar.

ACCESS AND KEY DISTRIBUTION AUTHORIZATION FORM

Name of Student: _____

Requesting Access to: _____

Professor in Charge of Space: _____

CEE Professor Responsible for Student Activity: _____

Dates of Access: _____

Duties of Assignment: _____

Requires Key Distribution (Circle one): Yes or No

Requires Safety Training (Circle one): Yes or No

Required Approvals

Professor in Charge of Space

Date

Professor Responsible for Student Activity

Date

Laboratory Supervisor Signature

Date

Department Head Signature (if appropriate)

Date