

CEE Laboratory Access and Key Distribution Policy

Forms & Documents

The following forms and documents are available online at the "[CEE Laboratory Access and Key Distribution Policy](#)" page.

CEE Laboratory Access Form:

Graduate Research Assistants (RAs), Teaching Assistants (TAs), and Visiting Scholars can obtain keys to the laboratory space in which they will be working by completing the CEE Laboratory Access Form documenting authorization from the professor in charge of the laboratory and passing all safety training requirements.

CEE Laboratory Safety Policies & Procedures Manual:

There are several required safety trainings associated with working in the labs. The student should review the CEE Laboratory Safety Policies & Procedures Manual and meet with the Laboratory Supervisor to schedule all required training. Once all training is complete, a key may be issued. The supervising CEE professor is responsible for the student and their conduct.

Please visit the CEE Main Office in Castleman Building Rm. 302 for key distribution.

**** Please note: a \$10 deposit (cash only) will be required when keys are issued. ****

Graduate Students

Research Assistants (RAs)

Office & Desk Keys – Funded graduate students should visit the CEE Main Office to gain access to their assigned office, desk, and file cabinets. 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. is 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.

Teaching Assistants (TAs)

Several graduate students are assigned to teaching assignments during each semester. TAs should visit the CEE Main Office to gain key access to the area or cabinets for teaching purposes.

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 (9am 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 CEE Laboratory Access Form documenting authorization from the professor in charge of the laboratory and passing all safety training requirements. The professor should provide a description of the student's duties and responsibilities.

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 in which they will be working.

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.

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.

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 must 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.