

**NOTE: 2-page document--This pass application must include policy statement
AFTER HOURS – AMET DEPARTMENT LAB PASS APPLICATION**

NAME _____

SEMESTER _____

HOME PHONE _____

DATES _____

MAJOR _____

HOURS _____

LABS _____

PURPOSE OF THE PASS _____

FACULTY MEMBER REQUESTING PASS _____ DATE _____

(Signature)

FACULTY COMMENTS _____

EQUIPMENT USAGE

Y N

Y N

Y N

LAB SAFETY CERTIFICATION _____

STUDENT ACCEPTANCE

I have completed the LAB SAFETY CERTIFICATION for this lab area have read and agree to follow all LAB PASS POLICIES. I realize that any violation of these policies will cause the loss of lab privileges.

NAME _____ DATE _____

(Signature)

(Print name)

PASS APPROVAL

AMET Department Administrative Assistant

AFTER HOURS – AMET LAB PASS POLICY STATEMENT

LAB PASSES:

- Passes are issued only for senior projects and student club activities and can only be used for the purpose stated on the pass – can not be used for personal projects, homework or other regular class/lab assignments.

LAB SAFETY:

- Must complete “Lab Safety Certification” before pass is issued
- Two people (minimum) must be in the lab area at all times
- Safety glasses must be worn at all times
- All safety procedures must be followed
- Call Security (2111) to report any safety problems

LAB POLICIES:

- Arrangements to use any lab materials/supplies must be made ahead of time with the lab supervisor during normal open lab hours
- Arrangements to use any tools/equipment that are normal locked-up must be made ahead of time with the lab supervisor during normal open lab hours
- If equipment is damaged, tools broken, or other problems encountered, leave the lab supervisor a written note with your name and phone number – also contact the lab supervisor at/during the next available open lab time
- Clean-up must be complete in all areas

PARKING:

- Is not allowed at any time outside the lab – street or parking lots must be used
- Bicycles are not allowed in the building – bicycle racks must be used

PERSONAL RESPONSIBILITY:

Each individual with a pass is responsible to be sure that:

- All individuals in the lab area have proper passes
- All lab safety rules are followed by everyone in the lab
- All lab procedures are followed by everyone in the lab

LAB ADMISSION:

- Must contact Security (2111) to be admitted to lab – entry keys will not be issued
- Lab pass holder will be inside the lab – place your pass in the holder and wear the pass in a visible location
- Sign-in to the lab area when you arrive – state reason for lab use

LEAVING THE LAB:

- Sign-Out
 - Be sure all areas are cleaned-up (tools returned/machines off)
 - Be sure all locked areas within the lab are re-locked
 - Be sure all access doors are closed and locked (if door can not be locked – call Security)
 - Return Pass Holder
 - If no one in lab, call Security to log-out
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