

**AFTER HOURS – ME & CIVE DEPARTMENT
LAB PASS APPLICATION**

NOTE: 2-page document—This pass application must include policy statement

NAME _____

FALL SPRING SUMMER

TECH ID _____

HOURS: 8 AM – 11 PM

HOME PHONE _____

LIST NAMES OF STUDENTS IN YOUR GROUP:

MAJOR _____

LIST ALL LABS NEEDED _____

PURPOSE OF THE PASS _____

FACULTY COMMENTS _____

EQUIPMENT USAGE: If equipment and/or chemicals other than those routinely associated with this lab(s) are to be used please identify them here.

The above listed student has a legitimate educational need for after-hours lab access. I have reviewed the relevant safety and security issues with the student for this lab (s).

FACULTY MEMBER REQUESTING PASS _____ DATE _____

(Signature)

STUDENT ACCEPTANCE

I have completed the LAB SAFETY TRAINING for this lab area and 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)

LAB SAFETY TRAINING WAS LAST COMPLETED ON _____

PASS APPROVAL

ME & CIVE Department Administrative Assistant

AFTER HOURS – ME & CIVE LAB PASS POLICY STATEMENT

Student must read and acknowledge each statement by signing their initials on the right.

LAB SAFETY:

- Passes are issued only for labs, study areas, and student club activities and can only be used for the purpose stated on the pass. The pass cannot be used for personal projects.
- 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 when operating equipment.
- 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 (Denis Becker supplies paper for TR E210).
- Arrangements to use any tools/equipment that are normally locked-up must be made ahead of time with the lab supervisor during normal open lab hours (i.e. Kevin Schull).
- If equipment is damaged, a computer is not functioning properly, or other problems are encountered, send an email to Jean Willaert or contact her in TR E205.
- Clean-up must be complete in all areas.

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 AND EXIT:

- Must contact Security (2111) to be admitted to lab – entry keys will not be issued.
- 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 cannot be locked – call Security).