

Key Card Agreement

- Violation of these policies will result in the revocation of your level 1/2 key card privilege for the rest of the quarter. A second violation will result in permanent revocation of your key card.
- Your standard working hours for **level 2** is limited to **7am to 9pm** Monday through Friday and **level 1** is limited to **8am to 6pm** Monday through Friday
- You must receive permission to work outside of standard working hours.
 - If your PI has authorized you "Weekend Access". You must check in with the stockroom by informing them who your "buddy" is. You will be given a "Weekend Key" that must be returned to the stockroom the next working day.
 - If your PI has not authorized you "Weekend Access". You must complete and return to the stockroom the "Request for Extended Key Card Use" form before you begin working. You will then be given a "Weekend Key" that must be returned to the stockroom the next working day.
- **You must always work with a buddy.** A buddy is defined as someone who is sufficiently familiar with your work and within hailing distance that can aid you in the case of an emergency.
- **ANY** time you are in a lab, you **MUST** wear some form of eye protection. Your PI will train you as to the proper level of protection required: safety glasses or splash protection goggles.
- Researchers must abide by all Cal Poly Chemistry/Biochemistry departmental safety rules, safety protocols (called SOPs) as defined by your PI, and policies of the Cal Poly State University Chemical Hygiene Plan. It is the PIs responsibility to ensure that researchers are aware and follow these policies.
- You must follow protocols and perform research approved by the PI. You may not do **any** lab work outside of these.
- You must get permission from your advisor to leave a reaction running unattended or overnight. The reaction must be labeled with your name, contact information, contents, and dated.
- Do not use your key card to allow anyone access to the lab. The key card is for your use only. You may not leave the door unlocked or propped open when you are not in the lab.
- Do not eat or drink in the lab. Do not bring food or drink into the lab.
- Confine loose hair and clothing. Wear closed shoes. A lab coat or lab apron must be worn while working with hazardous chemicals in the laboratory. Wear gloves that are resistant to permeation by chemicals that can cause serious or irreversible damage upon skin contact.
- If you injure yourself in the lab, tell your PI immediately. It is strongly recommended that you report any significant medical condition (allergies, pregnancy, etc.) to your PI before starting work.
- Learn the locations of safety equipment. Showers and eyewash stations are especially important because you may need one suddenly.
- Keep your work area neat. Clutter creates accidents.
- Dispose of waste chemicals according to the SOP. Waste bottles must be capped unless you are actively adding waste to the bottle.
- You must check out with your PI every quarter. You must check out with technical staff when this access expires.
- Your PI will be responsible for maintaining a clean laboratory.
- You must return your key card to the stockroom at the end of the specified quarter.

By signing below, you acknowledge and agree to abide by these rules.

Signature: _____ Date: _____

Project Student's Printed Name: _____

I have read and approve the above request. I understand it is my responsibility to enforce current safety policies.

Project Advisor's (PI) Signature: _____ Date: _____