

REQUEST FOR EXTENDED USE KEY CARD
CHEMISTRY & BIOCHEMISTRY DEPARTMENT
CAL POLY STATE UNIVERSITY

Chemistry & Biochemistry Department policy stipulates that students may use Level 1 key cards only between 8:00 am and 6:00 pm, and Level 2 key cards only between 7:00 am and 9:00 pm Monday through Friday. The time constraints of an experiment may occasionally require an exception to that stipulation. This exception may be granted only for **ONE** overnight period or for **ONE** weekend period (from Friday afternoon to Monday morning) by this document.

For this exception to be granted there must be another person present in or near the project room while an experiment is being prepared, performed, and cleaned up. This person (the “buddy”) must be conversant in the processes and materials being used and be able to render assistance in case of an accident.

Room Number _____

Name of Student Requesting this Exception _____

Name of the Other Person (the “buddy”) _____

Reasons for requesting this exception are:

The experimental work which will be done during this time is:

I agree to return the key card **before noon** to the Chemistry Stockroom on the weekday morning immediately following the date I have indicated as “Today’s”. (Key cards borrowed on Friday are due Monday).

Student’s Signature _____ Today’s Date _____

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

Project Advisor’s Signature _____ Date _____