

Cal Poly Physics Key/Key Card Agreement

Student Name (print) _____
Last First Major

THIS SECTION TO BE COMPLETED BY PI/PROJECT ADVISOR

The above-named student is authorized to check out keys for room(s)

(For rooms 180-634 and 180-638 signature needed by technician)

Start Date: _____

Due Date: _____

Check one of the following:

- Research
 Student Assistant
 Other _____

Type of Access:

Standard Access: 7am-9pm M-F / rooms 180-634, 638 & class cards 8am-5pm M-F

Weekend Access: Will be issued as a separate key card from 180-640A as needed

Printed Name of Principal Investigator (PI): _____

Principal Investigator's Signature: _____ Date _____

THIS SECTION TO BE COMPLETED BY THE STUDENT

I understand and will comply with the Physics Department Safety Policy and Laboratory Work Rules Agreement (listed on reverse). I understand that failure to complete the checkout procedure and return the key(s) by the due date will result in a loss of key privileges and I will be charged a \$25 fee for Key Cards and/or a \$95 fee for keys issued by the Cal Poly Key Shop. It may also result in a hold on your Cal Poly account, which may delay your ability to register for classes.

Student Signature: _____ Date: _____

Email: _____ @calpoly.edu

Phone: _____

THIS SECTION TO BE COMPLETED BY THE DEPARTMENT

Dept. Safety Training Complete: _____

Key Card # (last 4 digits): _____

Facilities Services Key Request Card Issued: _____

Technician Signature _____

Lost Key/Key Card:

Charge Date: _____

Charge Amount: _____

Physics Department Safety Policy & Laboratory Work Rules Agreement

- Read our Department Safety Guidelines at physics.calpoly.edu/department-safety-guidelines and complete with a passing score the Department Safety Training Test located at the bottom of the page.
- Violation of these policies will result in the revocation of your key/key card privilege for the rest of the quarter. A second violation will result in permanent revocation of your key card.
- You must receive permission from PI* to work outside of standard working hours of 8 am – 5 pm
- **You must always work with a buddy.** A buddy is defined as someone who is sufficiently familiar with your work and within hailing distance who can aid you in the case of an emergency.
- Researchers must abide by all Cal Poly and Physics departmental safety rules, safety protocols (SOPs) as defined by your PI, as well as 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 specific procedures.
- 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.
- 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 and fire escape routes.
- You must return your key card to the Physics office (180-204) at the end of the specified quarter.

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

Project Student's Printed Name: _____

Signature: _____ Date: _____

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

Principal Investigator's (PI) Signature: _____ Date: _____

*PI stands for Principal Investigator/Project Advisor