Extended Key Checkout Policy

For Graduate Students, CCML Proctors and Teaching Assistants

Chemistry & Biochemistry Department

Cal Poly State University

Normally, laboratory keys can be checked out from the stockroom only between 8 AM and 5 PM. Graduate students, CCML proctors and teaching assistants may require greater access to laboratories. The Extended Key Request allows these students to have lab keys in their possession for an entire quarter (entire year for graduate students). Each student will be issued only keys for the specific laboratories associated with a research or teaching assistant assignment.

1. **Key Card:** Graduate students and teaching assistants must submit a completed Extended Key Request card and documentation of the 4-hour laboratory safety training and Chemical Hygiene Plan training to the Organic Chemistry Stockroom. CCML proctors must submit the key request card only; no safety training is required. The stockroom technician will then issue the appropriate key(s).

2. **Laboratory Safety Training:** Graduate students and teaching assistants must watch the laboratory safety training videos, read the Cal Poly Chemical Hygiene Plan and complete a quiz. Each graduate student and teaching assistant will receive a copy of the Chemical Hygiene Plan. The videos and quiz are available for check out at the Organic Chemistry Stockroom.

3. **Key Card Renewal:** CCML proctors and teaching assistants must submit a new Extended Key Request card each quarter. Graduate students must submit a new Extended Key Request card each year.

4. **Safety Training Renewal:** The required 4-hour laboratory safety training must be repeated each year for undergraduate students and every two years for graduate students.

5. **Key Return:** Keys must be returned by the indicated date on the Extended Key Request card or an $80.00 hold (per key) will be placed on the student’s records.

**Extended Key Checkout Rules**

1. Key privileges are not transferable; key privileges may be withdrawn permanently if an unauthorized person “borrows” or uses another student’s keys.

2. Key privileges may be withdrawn permanently if departmental project spaces are used for any other purpose other than the activity listed on the Extended Key Request card.

3. Graduate students and teaching assistants must comply with the safe laboratory practices described in the Cal Poly Chemical Hygiene Plan and departmental safety policies.

4. The faculty member whose signature appears on the Extended Key Request Card must comply with the responsibilities described in the Cal Poly Chemical Hygiene Plan, section 2.4, Responsibilities of the Laboratory Supervisor / Principal Investigator.

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