Chemistry & Biochemistry Department policy stipulates that students may hold project room keys only between 8:00 am and 5:00 pm, Monday through Friday. The time constraints of an experiment may occasionally require an exception to that stipulation. This exception may be granted for up to five days in ONE Monday through Friday work week 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 AFTER 6 PM. 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.

Key Request Interval:   Today’s Date ____________     Key Return Date ____________
Room Number ____________
Name of Student Requesting this Exception ________________________________
Name of the Other Person (the “buddy”) ________________________________ (if after 6 PM)
Reasons for requesting this exception are:

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

I agree to return the key(s) before 5:00 pm to the Chemistry Stockroom on the “return” date I have indicated above.

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 ____________