



## Building & Lab Access Form

### SECTION 1: Student Information

**Name:**

**Banner ID:**

**Building and Room Number:**

**Supervising Faculty Member:**

**Mobile Phone Number:**

**Email Address:**

I have read the “After-Hours Building and Lab Policy” (see Page 2), and agree to abide by their restrictions. **Under no conditions will I work alone after-hours in the laboratory.** I have completed Lab Safety Training on the proper experimental and emergency procedures and understand those procedures for the work I am authorized to do after-hours.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Waiver:* If after-hours access is being requested only to utilize the Graduate Suite or other non-laboratory spaces in the building, please check the box below so that no safety training is necessary.

I attest that I will not be engaged in any laboratory work during after-hours.

### SECTION 2: Faculty Approval to Work After-Hours

The student has attested above that s/he understands the requirement of this policy, and any additional limitations on work that can be performed either during- or after-hours with a co-worker, but without my direct in-person supervision.

Student has been provided with my contact information in case of emergency.

I have been provided documentation by the student that the appropriate Lab Safety Training has been successfully completed, which meets or exceeds the Citi Program Requirements (See Page 3). I will keep records, and can be produced on demand.

**Faculty Name:**

**Faculty Signature:**

**Date:**

**Telephone Number:**

**Emergency Contact Number:**

### SECTION 3: College Approval

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **After-Hours Building and Lab Policy**

### **Application**

This policy applies to all laboratory and work being accomplished after-hours in Rowan Hall. Departments and individual faculty members may establish additional limitations to work after-hours for laboratories under their control.

### **Purpose**

This policy has been created to establish protocols for working in Rowan Hall and Engineering Hall after-hours, so that safe operations are maintained.

### **Definition of After-Hours**

The normal working hours are dependent on the time of year (i.e., Fall, Spring and Summer Semesters; Winter and Summer Breaks; Holidays), and are posted in Rowan Hall. All hours falling outside of normal working hours are defined as “after-hours”.

### **Policy**

Students are not allowed to perform laboratory procedures alone or after-hours under any circumstances. A member of the Henry M. Rowan College of Engineering (students included) must always be present as a co-worker, and available at a speaking distance. Students must be trained to work safely under the intended circumstances specific to that lab and its surroundings. A student may work (but not alone) in the laboratory after-hours after the faculty member in charge has reviewed the experimental procedure and any associated hazards, and has determined that the student possesses adequate training in proper experimental and emergency procedures. Students must have written permission from the supervising faculty member prior to working after-hours in a laboratory. Students must complete the “Building & Lab Access Form”, signed by the faculty advisor.

This form will be on file in the Dean’s Office, and the information provided to Public Safety. As part of the process, you are required to successfully complete laboratory safety training. Your faculty advisor will provide detailed requirements.

As part of this agreement, the Housekeeping staff is to be respected when they come and clean the room. You must make reasonable accommodations to allow them to do their work.

### **Lab Safety Training**

Lab safety training must be completed before access is provided to teaching or research labs. The University has contracted with Citiprogram to provide safety training, which can be accessed by the steps on the next page. Print out the certificate when successfully completed, and attached with the request.

It is emphasized that this training meets minimum requirements. If safety training has been implemented that meets or exceeds these requirements, that documentation must be provided for review and recordkeeping.

## Lab Safety Training – CITI Program

- Step 1 Go to <http://www.citiprogram.org>
- Step 2 Click on "register" in the Create new account box on the CITI webpage
- Step 3 In the box titled "Select Your Organization Affiliation" type in Rowan. Rowan University will appear in a box under the type. Click on Rowan University and then click on "Continue to Step 2"
- Step 4 Type in your First and Last Name. In the email box, input your Rowan University email address. Your secondary email address can be a personal email address, such as gmail or other email provider. Click on "Continue to Step 3" when completed.
- Step 5 Type in your Rowan University username (network username) or other username. Complete the sections for the password and security question. Click on "Continue to Step 4" when completed.
- Step 6 Complete the information for Country of Residence, Gender, Ethnicity and Race. Click on "Continue to Step 5" when completed.
- Step 7 Complete the information for Continuing Education Credits and Survey. Click on "Continue to Step 6" when completed.
- Step 8 Complete the information for Information Requested by Rowan University. Select the role that is most applicable to your purpose of creating a CITI account. Click on "Continue to Step 7" when completed.
- Step 9 Select the training to be completed. Users can select multiple training programs. Select the General Laboratory Training in our Biosafety Series/Training Offerings. Click on "Continue" when completed.