

# RIT College of Science – Room Access Authorization Form

Please download this form to your computer to allow for digital signatures

Please fill in the requested information, obtain an approval signature from your advisor and return this form **completed on both** sides to the following person (choose based on the school under which the rooms are being requested):

## **STUDENT – PLEASE FILL OUT COMPLETELY**

Student's Name:

Phone #:

Email Address:

Department/  
School

University ID #

Counter # *(Located on the back of ID Card)*

Select Reason:

Select semesters you require access *(Choose all that apply)*    Fall            Spring            Summer

*Note: To gain access for the full year, all three semesters must be selected. Access to an area is valid for the current academic year only. A new form will need to be submitted each academic year which begins in August. Access remains valid until the end of finals week of the semester(s) selected.*

Check here if you need access to the instrumentation scheduler used to reserve time on the instruments:

All RIT and College of Science Policies and Safety Procedures apply to all teaching and research laboratories and/or non-scheduled laboratory related activities. **Any student found to be in violation of RIT laboratory safety policies risks having their laboratory access privileges revoked!**

Certain rooms require specific safety training courses to be completed. **Before any access is granted, you must have completed the appropriate online safety training required for each room requested. The training must have been completed within the current academic year (beginning in August) and a certificate of completion must have been awarded. Access will not be granted unless both of those training requirements are satisfied.** You can confirm which training(s) is required for each room with the lab owner or department safety representative (available from the drop-down menu on the first question)

Online training is available at <https://www.rit.edu/fa/grms/ehs/content/labstudio-safety> under 'Links'.

What RIT safety training have you taken? Advisor and/or safety representative will verify before access is granted.

Lab Safety      Gas Cylinder      Laser Safety      Biosafety      Radiation      Bloodborne Pathogens

**By signing below, you verify that all information is accurate to the best of your knowledge. Furthermore, you acknowledge you and your advisor discussed and checked off each of the applicable safety guidelines located on the reverse side of this form**

Student Signature:

*(Use digital signature to sign)*

## **TEACHING/RESEARCH ADVISOR USE (Please use digital signatures only)**

The above individual is authorized to obtain approved materials from stockrooms within COS and to obtain KEYS/SWIPE CARD access to building-room(s) (i.e. GOS-1102):

I have reviewed the Laboratory Safety Guidelines and Agreement form on the back of this page with the student.

Research Advisor Signature:

Departmental Signature:

(Optional - use only if multiple school approvals are needed)

Secondary Departmental Signature:

(Optional - use only if multiple school approvals are needed)

Safety Training Verification

# Rochester Institute of Technology

## Laboratory Safety Guidelines and Agreement

*(Check each item after discussed with advisor or instructor)*

I understand that the following policies and procedures are in effect for all Laboratories within College of Science buildings, and I hereby agree to comply with them whenever and wherever applicable. I also understand that failure to comply may result in the termination of my course enrollment and/or research privileges.

1. In the event of an emergency, I know to **call public safety at (585)475-3333**.
2. I will download and reference the **Laboratory Safety Handbook** available at [https://www.rit.edu/myrit/system/files/cos\\_student/Lab\\_Safety\\_Handbook%20V.3.pdf](https://www.rit.edu/myrit/system/files/cos_student/Lab_Safety_Handbook%20V.3.pdf).
3. I understand that I am **NOT** to work alone in a laboratory on weekends, during after-hours on weekdays which includes before 8:00 AM or after 6:00 PM, or during holidays unless authorized to do so.
4. When working alone in a lab, I will make use of the **RIT buddy system** based on the hazards of the materials being worked with. The buddy system is on pg. 9 of the handbook. There is also buddy system functionality available through the **RIT Tiger Safe app** available to download for free through the app store.
5. If an incident or injury occurs in the lab, I will notify my advisor/instructor and call public safety (if required). Once the situation is controlled, I will submit a report of the incident (Student Incident Report if the injured party is a student, available at [https://www.rit.edu/myrit/system/files/cos\\_student/StudentIncidentReport.pdf](https://www.rit.edu/myrit/system/files/cos_student/StudentIncidentReport.pdf) as well as the A-Level Stockroom or a workers compensation report if the injured party is an employee, available at [https://www.rit.edu/fa/humanresources/sites/rit.edu/fa.humanresources/files/forms/Accident\\_Report.pdf](https://www.rit.edu/fa/humanresources/sites/rit.edu/fa.humanresources/files/forms/Accident_Report.pdf))
6. I acknowledge that the instructor or research advisor has gone over the location and operation of safety equipment such as eye wash, safety shower, first aid and spill kits. I am also aware of the availability of SDS (Safety Data Sheets) through RIT's e-binder account in MSDSOnline.com. Safety data sheets are accessible through the following link: <https://chemmanagement.ehs.com/9/0368b5df-5848-4aa8-baf6-28b138a235ea/ebinder/?SearchTerm=>
7. While working in a laboratory, I will
  - a. not eat, drink, or apply cosmetics.
  - b. wear gloves and a knee-length lab coat when working with reagents/media/chemicals, or as instructed by your lab instructor.
  - c. **wear safety glasses (safety goggles or face shields, when appropriate as stated by the instructor or research advisor)** while working with experiments posing risk to eyes or face.
  - d. **not leave the laboratory wearing gloves (clean or dirty)**. Use a container to carry items you don't want to touch with bare hands.
  - e. not go **barefoot or wear open toed shoes, sandals, crocks, sandals with socks, open backed shoes/sandals**.
  - f. not wear loose clothing or **any ear buds or ear phones**.
  - g. tie back long hair.
  - h. not engage in any behavior that may be hazardous to my safety or to the safety of others.
  - i. not engage in careless use of equipment and supplies.
  - j. clean my work area at the end of each lab period and make sure all utilities are turned off.
8. Any student that is pregnant or suspects they are pregnant should consider their exposure to hazardous chemicals and/or materials. If you have any concerns about hazardous chemical exposures, please consult with your doctor and discuss it with your advisor or instructor.