

Building Access Plan for Undergraduate Researchers.

This Plan includes all undergraduate researchers, whether or not they are compensated.

It's important to maintain good building security and suitable oversight of undergraduates who work in research laboratories. It's also important to be able to schedule lab work to coincide with the research needs of the laboratory. It is the responsibility of the Principal Investigator to properly supervise her/his laboratory workers and to assure building access by undergraduate researchers is granted appropriately.

In the context of this Access Plan, provisions for working alone must also be discussed, specific to undergraduate researchers. A general Working Alone SOP must be in place for the lab and all laboratory workers must have documented training on its contents. Undergraduate researchers must have the same training as other laboratory workers, including SOPs and laboratory safety plan, and must be included in the laboratory LHAT. Additionally, undergraduate researchers must have a period of close mentoring and be able to demonstrate competence to perform assigned tasks before being issued a building key or allowed to work alone. Regular meetings between the undergraduate researcher, PI and the researcher's mentor are expected to make sure the permissions and prohibitions in this Plan are still valid. Before new projects or techniques are attempted, they must be approved by mentor and PI, after another period of close mentoring and demonstrated competence.

Dispensing, manipulating, or quenching pyrophoric materials is prohibited while alone in the laboratory. Using acutely toxic gases is prohibited while working alone in the laboratory. Minors are not allowed to work alone in the laboratory under any circumstances. Other prohibitions may be described in the lab's Working Alone SOP and must be communicated to the undergraduate researcher.

Building Access (including a building key) is granted to:

Name: _____

This person is permitted to work the following days/hours without direct supervision:

Day: _____ **Hours:** _____

Day: _____ **Hours:** _____

This person is working on the following projects and using the following techniques:

This person is NOT permitted to engage in the following laboratory activities/processes/projects and/or use the following chemicals without direct supervision:

Attestation:

I attest the above-named person has been trained and is capable of performing the assigned activities and using the listed chemicals without direct supervision, work independently or alone. This person has accomplished the “Fundamentals of Laboratory Safety Training” (and other trainings as required by me), been mentored by a senior lab worker, and demonstrated their competence to carry out assigned activities.

Principal Investigator: _____

Date: _____

This Access Plan expires on or about _____ (date), at which time this form must be reviewed and updated, if necessary. Non-compliance with the provisions of this Access Plan will result in access being denied, keys retrieved, and may result in disciplinary action in accordance with campus policy. Before new projects or techniques are attempted, they must be approved by mentor and PI, after another period of close mentoring and demonstrated competence. Form must be updated to reflect new duties.

The Access Plan must be included with the laboratory’s safety documents.