

**Department of
Biomedical Engineering
San Jose State University**

**CypherLock Code Request Form
Labs with Hazardous Materials**

Date: _____

Last Name

First Name

Student ID Number

Canvas E-mail Address

(Circle One): **Faculty** **Teaching Associate** **Student** **Other**

(Circle One): **B.S. BME** | **B.S. CHE** | **B.S. MATE** | **M.S. BME** | **M.S. CHE** | **M.S. MATE**

Other: _____

NOTE: You *MUST* have a lab partner when working in specific labs due to safety concerns.

Check the Lab for Code being requested (check only ONE LAB PER SHEET):

BmE Lab: E221

Reason for Needing Code: _____

Faculty Name: _____ Faculty Signature: _____

NOTE: Faculty Authorization required before submitting this form.

Signature: _____

*Your signature indicates your intention to keep this code **secure and private**.*

Violation of this commitment will result in loss of lab code privileges.

(Office Use Only):

Building Specialist Name: _____

Building Specialist Signature: _____

Admin/Staff Initials: _____ Email Date: _____ Issue Date: _____

Assigned Code: _____

THIS CODE IS ASSIGNED ONLY UNTIL **END OF ACADEMIC YEAR**

I, (print name) _____, agree to abide by the following rules, and the SJSU Environmental Health and Safety Policy at all times while working in the laboratory.

PERSONNEL PROTECTIVE EQUIPMENT (PPE)

- Long pants, long sleeved shirt, and closed toed shoes with rubber soles must be worn at all times while working in the lab.
- Safety glasses/goggles and gloves must be worn at all times while working with hazardous materials in the lab.

CHEMICAL USE AND LABELING

- All chemicals must be stored in approved containers.
- All liquid chemicals must be used and stored in appropriate secondary containment.
- Label all chemical containers with your name, date, and the *full chemical name* of every species present.

HAZARDOUS WASTE CONTAINERS

- Handwritten waste labels are forbidden.
- You must **REQUEST A CONTAINER AND WASTE LABEL PRIOR TO BEGINNING LAB WORK.**
- Never combine incompatible hazardous wastes. Immediately notify Engineering Hazmat Team for collection of full waste containers.

GENERAL

- Do not give out your door code to anyone else. Do not let anyone unauthorized in the lab.
- Never work alone in the laboratory.
- Do not store chemicals on the floor. Do not store chemicals in the vent hood.
- Do not take food or drinks into the lab.
- Keep your work area clean and organized.
- Clean up the lab and your workspace when you are done with your work for the day.
- Report any broken equipment, and/or glassware, hazardous situations or malfunctioning systems immediately, whether you were using them or not.

CONSEQUENCES

First offense: Written Warning

Second Offense: Lab Privileges Suspended for Two Weeks.

Third Offense: Lab Privileges Suspended for the Semester.

By signing my name below I attest that I have read and understood all of the above requirements and will comply with all of them. I understand that not abiding by one or more of the above requirements can result in suspension or revocation of all lab privileges.

DO NOT SIGN UNTIL YOU PICKUP YOUR CODE

Full name: _____

Signature: _____

Date: _____