

**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: \_\_\_\_\_