

Undergraduate Key Access to Research Labs

(new section in the CHE Safety Manual, Section IV, General Safe Work Practices)

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Undergraduate students assigned to research labs may be allowed to have lab key access under the following conditions:

- Access should ONLY be approved on a 'case by case' basis by their PI. Blanket approval is not allowed.
- The approving PI should ensure they have a good understanding of the undergraduate student's ability and competency to do work in their lab prior to granting approval. This should include
 - Assessing the minimum threshold of experience needed to perform this work,
 - Ensuring they have received the necessary training and safety orientation specific to experiment/equipment the student will be using.
 - A basic level of proficiency and experience has been demonstrated when working with a mentor.
 - Seeking of input and support from other lab members, prior to and after receiving a key, specifically consulting with the UG student's direct mentor.

In addition,

- To the extent possible, all researchers including UG students should avoid working alone in a laboratory. Under ordinary circumstances, someone else should be present in the designated laboratory area to render emergency help should this be required. At a minimum, someone else should be on the same floor within hearing distance. When working at night or on weekends, make sure that someone else is notified in advance.
- If solo work is necessary, a review in advance should be conducted. For work with high hazard materials, additional safeguards should be put in place, including pre- and post-work notifications to supervisory personnel and colleagues.
- Keys should be returned following completion of the work or when the student graduates. A list of outstanding keys is kept with the CHE Admin office.
- Other expectations can be found in the CHE Safety Manual, Section I under 'Roles and Responsibilities' for students.