

Access Requests & Renewals: Grad Students, Undergrad Special Projects & Research Associates

 Complete **BOTH** pages (including p.2 training info), obtain supervisor signature(s), and send to Lauren.Bradshaw@uregina.ca. **Do not submit unless form is complete and training is valid.**

Name: _____ Date: _____

UofR Email: _____ ID#: _____

Supervisor: _____

 Student Category: MASC PhD MENG Undergrad **OR** Research Assoc/PDF

 Type of Request: New Renewal Damaged* key/fob/card Lost* key/fob/card

**If damaged/lost, which key/fob/card? _____*

Location(s) Requested	End Date(s) for Project or Employment	Fee Charged (Office Use Only)

1. Renewal forms are required **annually**. All fobs and access cards expire **June 15**.
2. There is a ONE-TIME deposit of \$100 for students (or \$25 if requesting MENG lounge only), taken from the student account.
3. **When access no longer needed, complete exit inspection process.** Arrangements will be made to refund student account when/if exit inspections complete, space(s) left in satisfactory condition, and all keys/fobs/cards returned to Faculty general office.

SUPERVISOR APPROVALS

 I approve this request, and will ensure **site-specific** safety orientations and training are provided.

Approval Required	Signature	Date
Direct Supervisor (all requests)		

Additional signatures (if applicable):

Approval Required	Signature	Date
For PTRC 206 or 206.1: Dr. Jia or Dr. Gu		
For GG/CETRI: Dr. Ibrahim (Director)		

APPLICANTS: COMPLETE PAGE 2. DO NOT SUBMIT UNLESS TRAINING IS VALID.

Provide your training expiry dates below. All requests (including offices, lounges, computer labs) require **at least** an annual safety orientation. Other training is dependent on location and activity. To enroll, check requirements or verify expiry, email Lauren.Bradshaw@uregina.ca.

Access Requested	Training Required for Access	Frequency	Expiry Dates
ALL Requests	General Safety Orientation	once per year	
Chemical Labs	Chem/Lab Safety (CLS) - includes WHMIS	every 3 years	
GG 313	H2S Awareness (plus CLS)	every 3 years	
RIC floors 0 or 4 (dry labs and/or offices)	WHMIS standalone course (or CLS)	every 3 years	
Other (Bio, Rad, Laser, etc.):			

I agree and acknowledge that:

- All keys, fobs, and access cards remain property of the University of Regina. **They must be returned to the Faculty general office when access is no longer needed, along with exit inspection form.**
- The \$100 one-time fee, or \$25 for MENG lounge, will be charged against my student account (not applicable for staff). Arrangements will be made to refund my student account when/if all keys/fobs/cards have been returned to the Faculty general office, exit inspections are complete, and space(s) are left in satisfactory condition.
- I am solely responsible for the keys/fobs/cards issued to me, and for their use. I will not write my PIN, name, room number, etc. on these items.
- Duplication, transfer, or lending of keys/fobs/cards to others is strictly prohibited. Propping open doors and opening for others is also prohibited. All of these actions are serious safety/security breaches, and subject to disciplinary action by the University.
- If my key/fob/card is LOST or STOLEN**, I will immediately notify the Faculty general office. Failure to report a lost key/fob/card could result in liability if damage, theft, or injury occurs. Replacements are \$25 for keys, \$21 for PTRC access cards, and \$10 for all other cards or fobs.
- If my key/fob/card is DAMAGED**, I will return it to the Faculty general office for a replacement, at no charge.
- I will stay informed of University COVID policies and other safety/security alerts by checking my University email frequently and by visiting <https://www.uregina.ca/term-updates/> regularly. When/if COVID protocols are in place, I will follow them at all times.
- Access to these spaces is a PRIVILEGE, and is contingent upon respecting the space, respecting other occupants, and following safety protocols described in orientations, other mandatory safety training, and as outlined by my supervisor. Continued access is contingent upon keeping safety training valid.
- Failure to follow safety and security protocols may result in access being revoked, monetary fines, and/or other disciplinary action by the University.

I fully understand and acknowledge the terms of this access request.

Applicant Signature

Date

For Office Use Only:

Faculty Safety Coordinator Approval: _____

- Mandatory safety training valid
- Registered in current semester or employed
- COVID risk assessment complete
- Authorized for locations requested

General office Staff:

- Request submitted to FM/Innovation Place
- Information added to spreadsheets
- Memo to Financial Services applying fees