



Key/Card Access Authorization Form

For buildings 10, 26, 36, and 38

INSTRUCTIONS: ALL REQUESTS – Must complete step 1

UNDERGRADUATES REQUESTING LAB ACCESS – Must complete step 1 and 2

Step 1 – General Information

Print Full Name: _____ MIT ID#: _____

MIT Email: _____ Faculty/PI Name: _____

Appointment Title: *(select one)*

- | | | |
|---|--|---|
| <input type="checkbox"/> MIT Undergrad | <input type="checkbox"/> Postdoc Assoc./Fellow | <input type="checkbox"/> Visiting Scientist/Scholar |
| <input type="checkbox"/> MIT Graduate | <input type="checkbox"/> MIT Staff | <input type="checkbox"/> Research Affiliate |
| <input type="checkbox"/> Visiting Student | <input type="checkbox"/> Other: _____ | |

I would like to request access to the following doors:

OFFICE Door Numbers	LAB Door Number	RLE HQ Notes
<p>Safety Requirement for office access, go to: www.rle.mit.edu > New to RLE</p> <input type="checkbox"/> Watch Emergency Preparedness Presentation	<p>Safety Requirement for lab access, go to: www.rle.mit.edu > New to RLE</p> <input type="checkbox"/> Complete/Update the Training Needs Assessment <input type="checkbox"/> Watch Emergency Preparedness Presentation <input type="checkbox"/> Complete Lab Specific Safety Training Checklist with your EHS Rep.	

(Step 2 on back)

Requester's Signature _____

Date _____

Supervisor/Admin. Asst. Approval _____

Date _____

Step 2 – For Undergraduates Requesting LAB Access

(To be completed by Faculty/PI & EHS only)

Does the student have permission to work alone in the lab? Yes No PI Initials: _____

Brief description of work to be done by the student in the lab:

Risk Assessment by PI and EHS: Please list below any potential hazards, required controls and trainings needed. Also, list any specific restrictions for this lab member.

The student may access the lab for the following dates: (specific dates or by semester) Any changes to dates below must be emailed to htnguyen@mit.edu, to prevent deactivation.

Signatures Required for Step 2

Any changes to location, conditions, or job description above requires a new form to be submitted.

Undergraduate Student: _____ Date: _____

Faculty/PI: _____ Date: _____

EHS Coordinator: _____ Date: _____

Submit completed forms to RLE Headquarters front desk at 36-413 or email to htnguyen@mit.edu.