TO GET A KEY, YOU MUST TAKE THE ONLINE LABORATORY CORE SAFETY TRAINING.
Go to UCI.edu. In "Search" type TED. Put in your UCI Net ID and your password. Click on the Catalog & Enrollment tab. Please take the course. List Susan Staebell as your supervisor. Upon completion, print out your certification and bring with this signed form.

Date_____

KEY ISSUANCE FORM

Electrical Engineering and Computer Science Department, University of California, Irvine

THIS FORM MUST BE SIGNED BY ALL EMPLOYEES AND STUDENTS ISSUED UNIVERSITY KEYS

NAME _____ DEPT. _____
Last First

E-MAIL ADDRESS _____

HOME ADDRESS _____

STATUS (Circle One)	
Faculty	Staff
Lecturer	Grad. Student
Researcher	Undergrad

HOME PHONE _____ OFFICE PHONE _____

EMPLOYEE NUMBER _____ STUDENT ID NUMBER _____

The above named person is authorized to have keys to the rooms listed below.

Responsible P.I. Signature **Dept. Chair or Administrator Signature**

BLDG.	ROOM	SERIAL NO.	KEY NO.	DATE ISSUED	DEPOSIT	DATE RETURNED

AGREEMENT

It is understood and agreed that:

(1) I am responsible for the university key(s) issued to me and I will report its loss/theft immediately. Keys must remain in my possession at all times and must be **returned by me ONLY or my deposit will be forfeited.** I agree to reimburse the University for reasonable costs necessary to replace key or to change locks (not to exceed $150.00/ lock).

(2) The key(s) issued to me may not be reproduced except by the University of California, Irvine.

(3) The key is to be returned immediately to the Business Office, Engineering Tower 325D, on termination of my employment, my leave of absence or my withdrawal from school. **Failure to return the key will result in a report being submitted to the UCI Police Department.**

(4) The cost of each key will be $25.00 (cash) deposit for students.

(5) Only enrolled students or employees will be entitled to keys.

SIGNATURE:

I understand the above agreement and take responsibility for the above listed key(s).

Signed _____