Laboratory Access and Approval for Work/Experiments

**Lab/Key Access**

- Access needed to Laboratory/Project Work Area
  - Ensure your required courses are listed on your STA
  - Complete required training
  - Complete check form and key request

**Perform Work/Experiments**

- Review SOP, and Nanomaterial Procedure Checklist form, if applicable.
- Provide approval to perform work
  - Approval granted to perform work/experiments

**Lab employee (postdoc, student, etc.)**

- Use training matrix and assign required ESH Training classes
- Review STA for completion
- Sign off on Lab Access Check-in form

**ESH Coordinator/PI**

- Complete SOP form and the Nanomaterial Procedure Checklist form, if applicable.
- Review SOP, and Nanomaterials form, if applicable.
- Provide approval to perform work

**Building Manager/ESH Coordinator**

- Review and sign off on Key Request Form. Specify Rooms and outside building doors on the form
- Provide key/card access to requester
- Lab access granted

In order to start working in a laboratory both workflow processes MUST be complete. Do not start performing work unless both processes have been followed.