



### Key Request Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Employee/Student number \_\_\_\_\_ Lab phone number \_\_\_\_\_

Email address \_\_\_\_\_

#### **Employment Status**

- |                     |                          |                  |                          |               |                          |
|---------------------|--------------------------|------------------|--------------------------|---------------|--------------------------|
| uOttawa Employee    | <input type="checkbox"/> | M.Sc. Student    | <input type="checkbox"/> | Ph.D. Student | <input type="checkbox"/> |
| Post Doc Fellow     | <input type="checkbox"/> | Honours Student  | <input type="checkbox"/> | Volunteer     | <input type="checkbox"/> |
| Visiting Researcher | <input type="checkbox"/> | Visiting Student | <input type="checkbox"/> |               |                          |

#### **Conditions required**

- |                            |                          |                     |                          |              |                          |
|----------------------------|--------------------------|---------------------|--------------------------|--------------|--------------------------|
| Lab safety (Math excluded) | <input type="checkbox"/> | WHMIS               | <input type="checkbox"/> | WAIVER       | <input type="checkbox"/> |
| Card Deposit _____\$       | <input type="checkbox"/> | Key Deposit _____\$ | <input type="checkbox"/> | Certificates | <input type="checkbox"/> |

Your keys will be issued only when you provide a proof that the uOttawa online WHMIS test has been successfully completed. [Online courses registration](#).

Are you a volunteer, visiting student or visiting researcher? If so, you may have to sign a waiver or show proof of liability insurance. Your card will not be programmed before all the required documentation is complete.

#### **Time Commitment**

- |           |                          |                      |                          |                      |                          |
|-----------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|
| Full Time | <input type="checkbox"/> | Part Time            | <input type="checkbox"/> | Casual               | <input type="checkbox"/> |
|           |                          | _____ hours per week |                          | _____ hours per week |                          |

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

#### **Assigned Work Space**

Room Number \_\_\_\_\_ Fume Hood Number (if required) \_\_\_\_\_  
Microscope Number (if required) \_\_\_\_\_



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Health, Safety and Risk Management, Faculty of Science

The workspace assigned to me is in proper order, clean, free of unknown products and I understand that I am responsible for keeping it that way during my entire tenure at the University. When I will leave, the assigned workspace will be returned in the same condition. I understand that my work space must be inspected before I leave.

New Worker \_\_\_\_\_ Date \_\_\_\_\_

Lab Supervisor \_\_\_\_\_ Date \_\_\_\_\_

### **Key and Key-Card Assignment**

*Please set-up a reminder to contact the department 5 business days before the expiry of your card.*

Keys Received from \_\_\_\_\_ Date \_\_\_\_\_

Keys assigned \_\_\_\_\_ Card Number Assigned \_\_\_\_\_

Deposit (\$ \_\_\_\_\_) paid to: \_\_\_\_\_ Signature \_\_\_\_\_

### **Key and Key-Card Return**

Keys Received from \_\_\_\_\_ Date \_\_\_\_\_

Keys assigned \_\_\_\_\_ Card Number Assigned \_\_\_\_\_

Deposit (\$ \_\_\_\_\_) paid to: \_\_\_\_\_ Signature \_\_\_\_\_

### **Lost Key-Card**

New deposit received for lost key-card: Yes  No  \_\_\_\_\_ Date: \_\_\_\_\_

Lost key-card deposit returned to: \_\_\_\_\_ Date: \_\_\_\_\_

\*Lost key-card returned to: \_\_\_\_\_ Deposit returned to: \_\_\_\_\_

Date \_\_\_\_\_

Employees must also complete six obligatory workshops required by law, during the first month following their employment start date, and print a copy of the certificates to be given to the administrative assistant. [Human Resources Mandatory Training Sessions website](#).