To: All Departments and Institutes of VUSE

From: Hector O. Silva
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Subject: Protocol for requesting access to the Engineering and Science Building & Innovation Pavilion (ESB) for undergraduate students

- All relevant online training, in person VEHS, and any local level training must be complete and verified by the PI, based on the lab
- All access requests should be submitted to the ESB building manager (Aaron Covey). This includes standard (Monday – Friday 7AM – 6PM), and above standard requests
- For a standard request, the PI may submit directly to Aaron Covey with a copy to the departmental chair
- For above standard request, the PI will need to submit to the departmental chair for approval
  - If the request is approved by the departmental chair, then the departmental chair may submit the request to Aaron Covey
- Requests for access to any animal space must include the following
  - Student must be listed on the lab protocol
  - IACUC requirements should be followed at all times
- In the event that the request is for above standard access, the following should be included
  - A brief statement explaining the need should accompany the request
  - Hazard analysis and mitigation plan
  - Explanation as to why the hazard is minimal
  - Statement of Impact/hindrance to research should request be denied
  - Statement from PI acknowledging risk acceptance related to the request
- It is the PI’s responsibility to make sure that the student is aware of the following:
  - Students are not permitted to allow unauthorized individuals
- All requests, standard and non-standard, have an expiration after two academic semesters including summer. For example, if a request is approved on 11/17/2017, then the expiration date on that request will be at the end of the summer prior to the fall term 2018. In this same example, a new request should be made to extend the access effective fall term of 2018. If the request is made 7/8/2018, then the expiration date will be at the end of the summer prior to fall term of 2019.

*Please note that requests for ESB access to non-Engineering spaces may flow through additional approvals and/or protocols. Example, the clean room.