

**TO GET A KEY, YOU MUST TAKE THE ONLINE LABORATORY CORE SAFETY TRAINING.**

Go to [www.uclcl.uci.edu](http://www.uclcl.uci.edu). Put in your UCI Net ID and your password.

Search for Laboratory Core Safety. Please take the course.

Upon completion, print out your certification and bring with this signed form.

Date \_\_\_\_\_

**KEY ISSUANCE FORM**

Earth System Science Department, University of California, Irvine

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

NAME \_\_\_\_\_

DEPT. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_ STUDENT ID NUMBER \_\_\_\_\_

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

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

\_\_\_\_\_  
Responsible P.I. Name, Signature and Date

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 ESS Department, Croul Hall 3200, 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 \$20.00 (cash) deposit.
- (5) Only enrolled students or employees will be entitled to keys.

**I understand and agree to the above statement and take responsibility for the above listed key(s).**

\_\_\_\_\_  
Key holder Signature and Date