

BRASS KEY, CARD SWIPE, and LAB COAT Request

Last Name _____ First Name _____

OSU Email/Name.# _____

Employee/Student # (the short # on front of BuckID): _____

Title: _____ Supervisor/Group: _____

BRASS KEYS

- Do you need an outside-door key for **Evans Lab?** (MUA-44)
circle→ Yes No
- Do you need an outside-door key for **Newman/Wolfrom Lab** or **McPherson Lab?** (J5A-1)
circle→ Yes No

Building	Room #'s

CARD SWIPE

- Do you need after-hours swipe access for CBEC?
circle→ Yes No
- Do you need after-hours swipe Access for Celeste?
circle→ Yes No

Building	Room #'s

LAB COAT

- Do you need a lab coat?
circle→ Yes No

To Applicant Advisor: I have discussed with this applicant the safety procedures & precautions that must be followed while the applicant is under my supervision.

Supervisor sign: _____ Date: _____

To the Applicant: I understand the safety procedures and precautions as explained to me by my supervisor. I agree that I will not permit an unauthorized person to have access to these buildings or rooms.

Applicant sign: _____ Date: _____