

Which lab(s) are you looking to request access? *(select all that apply-verify with mentor/advisor)*

1. Card Access: Aux Ent\*:  Dolve: 123 127 128 131 136  Other: \_\_\_\_\_

Physical Keys (list room number[s]): \_\_\_\_\_

\*Student org officers and senior design groups can request **24-hr access** to Auxiliary. Students participating in student org activity can only request **limited access**. Limited access hours are M-F 3:00 pm-9:00 pm and Sat. 12:00 pm-9:00 pm.

2. For what purpose are you requesting access:

If you selected a student organization option, which student organization you are participating in?

3. Access expiration date (MM/DD/YYYY):

If left blank, the default expiration date is the following July 31.

4. Do you expect to produce hazardous waste while working in the labs?  Faculty verification: \_\_\_\_\_ *(please initial)*

If you mark 'YES', first time users in the lab must complete [Initial Waste Handling Training](#) one time, and then complete **module 2 refresher** online training each subsequent semester for the duration of the lab project/activity.

5. Please complete and submit the following:

For Dolve/Stevens lab access:

	Requirement Name	Mode of Completion	Validity term / Expiration	Required Documents
1	<a href="#">Laboratory Safety Training*</a>	Online	1 year – expires July 1 <sup>st</sup>	hard copy/PDF/screenshot
2	Shop Training	In-person – Dolve 137	No expiration – take only once	hard copy/pdf signed form (1)
3	Advisor Approval	Signature	Required for all requests	This form, signed below

For Auxiliary Enterprises access:

	Requirement Name	Mode of Completion	Validity term / Expiration	Required Documents
1	<a href="#">Laboratory Safety Training*</a>	Online	1 year – expires July 1 <sup>st</sup>	hard copy/PDF/screenshot
2	Shop Training	In-person - Dolve	No expiration – take only once	hard copy/PDF signed form (1)
3	Aux Orientation Walk-thru	In-person - Aux Ent	No expiration – take only once	hard copy/PDF signed form (1)
4	<a href="#">Space-Use Agreement</a>	Form – ME website	No expiration – complete once	hard copy/PDF signed form (1)
5	Advisor Approval	Signature	For SD & Student Org officers	This form, signed below

\*If you are not able to log in to Vector Solutions, please contact the Safety Office at 701-231-7759 to request access to the Laboratory Safety Training.

Students requesting access:

Fill in the completion date for each requirement.

Documents must be included with submission.

ID#	Student Name	Lab Safety	Shop	Aux walk-thru	Space-Use

Mentor/Advisor/Supervisor signature\*\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Advisor approval is not required for limited access to Aux. Ent.