AMSEC Key Code Policy: ES 128

Key Use:

A locked key box containing a key to access ES128, 128A, and 128B is located next to the door entering ES 128. To operate, input the code, and press down on the "open" latch, open the door with the key. Put the key back in the box (the code must be input again to release the latch a second time to close the box properly).

This code is *for your use only*. If additional users in your department or research group require access to ES128/129, have them sign up on http://FOM.wwu.edu.
Students must be trained and authorized to use any of the equipment in ES128. Access to the lab does not inherently grant you access to any equipment.

Required Training:

The users of the wet lab must the AMSEC Lab Safety Training to be updated annually. At the end of the training, the user must complete the AMSEC Lab Safety Training Verification Esign form through the western portal.

Scheduling instrument time:

For information on reserving instrument time, go to https://cse.wwu.edu/amsec/instrument-reservations.
Click the link to go to FOM or go to www.FOM.wwu.edu and login to reserve time.

If the instrument is not reserved in advance it is first come first serve.

If you are here on weekends/evenings, here is a link to the building hours:
http://www.wwu.edu/ps/police/bldghours.shtml

WWU, BFA, Lockshop	
POLICY	
Effective Date: 4/30/1987	
Approved by: UFC (??)	
	Authority:

Cancels: See Also:

POL U-5____.__ CAMPUS KEY POLICY

This policy applies to all university personnel who possess keys to university buildings and/or offices.

Responsibility and Accountability Assures Protection of State Property from Theft

Purpose. The principal objective of the key policy is to offer maximum protection for State property with a minimum of inconvenience to the key holder. Each person who is assigned keys must be conscious of the need to protect University property.

This key policy is designed to establish responsibility for key holders and to provide accountability for all keys thus assuring the best possible protection of State property from theft.

Keys are Issued to Department Chairs and Administrative Unit Heads

Assignment of Keys. Department chairs and/or administrative unit heads will be issued a master key(s) for all space for which they have direct responsibility, as well as keys for each lock in their assigned area. Individuals are authorized to receive keys by virtue of appointment to a department or administrative unit, or by the assignment of office or work space. Normally, an individual will be issued a key which provides access to a building, elevator, office or any other facility under the supervision of that individual. The individual will sign for and pick up the requisite key(s) from the University Lockshop. Each academic or administrative unit will develop its own method of key assignment and, in consultation with Public Safety, will develop a method for reserve key control. During periods of extended absence or by request, key(s) shall be returned to the University Lockshop.

Individuals Are Accountable for Keys Assigned to Them

Responsibility and Accountability. Upon reassignment to different space, or upon termination of employment, an individual must return all issued keys. Individuals and their assigned department will be held accountable for any loss of property and/or breach of security resulting from the loss or irresponsible use of keys.

It is the responsibility of each key holder departmental chair or administrative head to notify the office of University Space Administration immediately if a key is lost. That office will authorize the necessary rekeying of locks in the affected area. Costs of such rekeying will be borne by the department or administrative unit.

Keys May Only Be Reproduced by University Lockshop

Reproduction of Keys. Reproduction of keys to all academic and administrative space is to be authorized only by the office of University Space Administration and performed by the University Lockshop, utilizing the Job Request form with an attached Key Request Form.