

**GUIDELINES FOR KEY AUTHORIZATION
COLLEGE OF PHARMACY
WASHINGTON STATE UNIVERSITY**

KEY AUTHORIZATION

Key recipients must complete a Key Authorization Card, complete with the name and signature of an authorized official and an attached copy of a valid driver's license and/or student ID card. Please report lost or stolen keys immediately to Facilities. Keys are only for the use of the individual they are issued to and are not to be loaned. All keys must be returned to Facilities when the key holder no longer has authority to access the WSU Health Sciences facilities or upon departure. Keys are not to be exchanged, switched, or swapped with others. In the event you move offices all keys are to be returned to Facilities. You are financially responsible for all keys issued to you.

The College of Pharmacy will operate under the following guidelines:

- PharmD 499/599 students will be allowed restricted/supervised access to laboratory areas during normal College of Pharmacy Monday-Friday, 8-5 business hours.
- Student Interns will be allowed access to laboratory areas during normal College of Pharmacy Monday-Friday, 8-5 business hours.
- Pharm-D Honors students will be allowed all hours (24/7) access to laboratory and animal care areas upon approval of the Director of Research Facilities, and appropriate buildings when approved by the mentor.
- Graduate students will be allowed all hours (24/7) access to laboratory and animals areas upon approval of the Director of Research Facilities, and appropriate buildings.
- SURF students will be allowed restricted/supervised access to laboratory areas during normal College of Pharmacy Monday-Friday, 8-5 business Hours.
- Temporary Hourly students and non-students will be allowed restricted/supervised access to laboratory areas during normal College of Pharmacy Monday-Friday, 8-5 business Hours. It is the policy of the College of Pharmacy not to issue key access for temporary appointments. Exceptions will be allowed for Temporary Hourly key authorization upon request of the Principle Investigator once the Temporary Hourly employee has completed a total of 160 hours worked.