

Form for Outside Groups or Individuals for the Use of WPI Laboratory Space

This form is to be used by an individual or a group that wants to use lab space at WPI. It needs to be submitted to the lab manager in the department that has the space, and must be signed by the lab manager and the Director of the EHS department for approval.

On a separate sheet, please provide the following information:

- Briefly describe the activity, procedure, or experiments to be conducted in the lab.
- What hazardous materials will be used? Provide chemical names and quantities.
- Will hazardous waste be generated? If so, describe the type and quantity.
- Who is responsible for the direct, continuous supervision of all persons in the lab?
- Describe the training that this person has had in supervising activities in a lab setting. Proof of this training will be necessary.
- Users of WPI premises are required to show evidence of liability insurance. Please provide a certificate of insurance with the following minimum limits:

General Liability: \$1,000,000 Each Occurrence
 \$2,000,000 General Aggregate
 Additional Insured: Worcester Polytechnic Institute

Umbrella: \$1,000,000

Users of WPI premises are required to sign a release form saving and holding WPI harmless from any and all liability for injury or damages resulting from the individuals or group's activities in our facilities.

Applicant Name: _____ Company Name: _____

Signature: _____ Phone #: _____ Date: _____

Lab Manager Name: _____ Signature: _____ Date: _____

EHS Director Name: _____ Signature: _____ Date: _____

Approved: _____ Not Approved: _____
