# THE UNIVERSITY OF BRITISH COLUMBIA

## Norman B. Keevil Institute of Mining Engineering
### Faculty of Applied Science

## Key Access Request Form

To request keys, please complete this form and submit it to the Mining Engineering Front Office at FORW 517 or by email to info@mining.ubc.ca. You will be emailed by **Access & Parking Security Office** located at UBC Bookstore, when your key request has been processed.

**REFUNDABLE DEPOSIT**
- A $50 refundable deposit is required by the Department.
- A $20 refundable deposit is required by Access & Parking Security (paid when you pick up your keys)

**NOTE: Individual key deposits will be returned in full when all keys are returned.**

| Name: | | Email: | |
|---|---|---|---|
| Student #/Employee ID: | Telephone: | Supervisor: | |
| Keys Required: | | Supervisor Signature: | |

**Please indicate your appointment type**

☐ Undergraduate Student     ☐ Graduate Student     ☐ Postdoctoral Researchers     ☐ Visitor

Note: Access to any **MINE Labs, Workshops and/or Research Facilities** requires that you complete a **SITE SPECIFIC LAB Orientation**. Please contact the appropriate faculty supervisor of the specific lab area or the laboratory technician listed below to obtain the training and have them sign the form to authorize your access.

☐ Davide Elmo – CMP 102, 110, 111, 111A, 151      ☐ Ali Madiseh – CMP 109A, 109B, 155

☐ Libin Tong – CMP 103, 152      ☐ Sanja Miskovic – CMP 304A

☐ Marek Pawlik – CMP 216      ☐ Ilija Miskovic – CMP 305, 351

☐ Maria Holuszko – CMP 201A      ☐ Bern Klein – CMP 310A

**Faculty Supervisor/ Laboratory Technician Signature (required)** _____ **Date**_____

**Manager, Safety & Research Facilities Signature (required)** _____ **Date** _____

**Send this form with proof of ePayment to info@mining.ubc.ca**
**NOTE: This form will not be processed until all areas have been signed off by appropriate personnel.**

**FOR OFFICE USE ONLY**     Deposit Received_____     Reference # _____