Lab Office Key Protocol

PLEASE FOLLOW THESE STEPS TO SUBMIT YOUR KEY REQUEST:

1. **Access the Form**
   - Click on the following link to access the Key Request Form: Key Request Form
2. **Provide your Email Address**
   - Enter your email address in the first field. This is where you will receive all communications regarding your key request
3. **Enter Your Full Name and UID**
4. **Select the Keys You Need**
   - Choose the key(s) you need from the options provided

5. **Upload Lab Training Documents (If Applicable)**
   - If you are requesting keys for access to a wet lab, you will need to upload a copy of your lab training certification
   - If you are requesting office keys, you can skip this step
6. **Submit the Form**
   - Once all the required information is filled out, submit the form

AFTER YOU SUBMIT

7. **Supervisor Approval**
   - Your request will automatically be routed to your PI (Supervisor) for approval
8. **Key Availability Check**
   - Once your request is approved by your PI, CBE staff with check the stock of keys
9. **Email Notification**
   - You will receive an email within 5 business days informing you about the status of your key request
     - **If Available:** You will be contacted to schedule a key pick-up time
     - **If Unavailable:** You will be notified when the keys are ready for pick-up
10. **Contact Information**
    - If you have any questions or concerns, please contact *cbehelp@seas.ucla.edu*

RETURNING LAB KEYS

1. **Access the Form**
   - Click on the following link to access the Key Request Form: Key Request Form
2. **Provide your Email Address**
   - Enter your email address in the first field. This is where you will receive all communications regarding your key return
3. **Enter Your Full Name and UID**
4. **Select the Keys You are Returning**
   - Choose the key(s) you are returning from the options provided
5. **Submit the Form**
   - Once all the required information is filled out, submit the form