



## Laboratory key and PIN issuance form

of the Viral & Human Genomics Laboratory BSL-3 Facility,  
San Luis Potosí State University's (UASLP) Faculty of Medicine  
(31/August/2024, version 1.0)

By signing this form, you accept to abide by the terms and conditions set forth below relating to the issuance of physical laboratory keys and personal identification number (PIN) as required by UASLP's Faculty of Medicine, Viral & Human Genomics BSL-3 Laboratory.

### Terms and conditions for laboratory key and PIN issuance

#### 1. Key and PIN Responsibility:

- a. The key and PIN issued to you is for your exclusive use.
- b. You must ensure that the key is not lent or transferred to any other individual.
- c. You may not share your PIN with anyone else, including with other staff.
- d. You are responsible for keeping the key secure and protecting it from loss or theft.
- e. You may not write down your PIN in any readable form and/or in a visible place.
- f. The key is not to be shared with other staff members unless authorized by lab manager.

#### 2. Loss, Theft or Security Breach:

- a. In the event that the key is lost or stolen, you must immediately notify the laboratory manager or principal investigator.
- b. You may be required to pay for the cost of replacing the key or re-keying the lock if the key is lost, stolen, or not returned.
- c. All security breaches including unintended disclosures of PIN to third parties must be immediately notified.

#### 3. Access Restrictions:

- a. The key provides access only to the specific areas to which you have been authorized.
- b. Unauthorized access to other areas or rooms is strictly prohibited.
- c. You must comply with any specific access restrictions or guidelines for the use of the key.
- d. Access to the laboratory is granted 24 hours, 7 days a week, 365 days a year provided no access restrictions have been notified.
- e. Access restrictions due to laboratory decontamination, fumigation or maintenance apply.



#### 4. Return of Key:

- a. The key must be returned to the laboratory manager or principal investigator upon termination of your employment, completion of your studies, or upon request.
- b. Failure to return the key will result in disciplinary action and financial liability for re-keying.

#### 5. Laboratory Security:

- a. Ensure that all doors and entrances are securely locked when you leave the laboratory.

#### 6. Compliance with Laboratory Policies:

- a. You must adhere to laboratory policies and safety regulations while using the key.
- b. Any breach of laboratory policies or misuse of the key may result in disciplinary action.

#### 7. Key Usage:

- a. Use the key only for legitimate and authorized purposes related to your work.
- b. Do not duplicate or attempt to duplicate the key.

#### 8. Reporting Incidents:

- a. Report any suspicious activity, security breaches, or concerns related to laboratory access immediately to the laboratory manager or principal investigator.

#### 9. Modifications to Access:

- a. Any request for modifications to access, such as changes in access permissions or additional keys, must be approved by the laboratory manager or principal investigator.

#### 10. Acknowledgment of Understanding:

- a. By accepting the key, you acknowledge that you have read, understood, and agreed to these terms and conditions.

Participant	Signature
	Name
Researcher	Signature
	Dr. Christian A. García Sepúlveda