Civil & Environmental Engineering Access Agreement for Ghausi Hall

This form is an agreement contract for access cards to environmental labs, computer rooms, and exterior doors in Ghausi Hall. To receive your access card, **please scan and send the signed last page of this agreement** to cee-itsupport@ucdavis.edu.

This form is available online at http://cee.engr.ucdavis.edu/resources/computing-resources/

**Code of Conduct**

You agree to abide by the UC Davis Principles of Community: [http://occr.ucdavis.edu/poc](http://occr.ucdavis.edu/poc)

You will report any unsafe or suspicious activities to Brooke Noonan at benoonan@ucdavis.edu

**Health and Safety**

By gaining access to the building and department labs, you agree to participate in an annual safety training and abide by all department and university safety policies. For safety training information, please contact Henry Calanchini at hjcalanchini@ucdavis.edu. In the event of an emergency alarm, lab users must quickly bring their work to a halt, cap any open chemical containers, and leave the building by the nearest exit. The CEE department meets outside the SW corner of the building by the coffee hut.

- In case of emergency, contact campus police and fire departments by calling 911 from a campus phone or **1 (530) 752-1234** from a cell phone.

- **In Case of Injury**

  - Employees must seek medical attention immediately and contact employee or student health services if injured. The department office must be informed within 24 hours and Form III(b) must be filed.

  - **Student Health and Wellness Center: (530) 752-2300**
    Location on the corner of La Rue and Orchard Road
    [http://shcs.ucdavis.edu/about/shwc.html](http://shcs.ucdavis.edu/about/shwc.html)

  - **Occupational Health Services: (530) 752-6051**
    Location: [http://campusmap.ucdavis.edu/?b=220](http://campusmap.ucdavis.edu/?b=220)
    [http://safetyservices.ucdavis.edu/occupational-health-services](http://safetyservices.ucdavis.edu/occupational-health-services)

The following link provides **safe exit procedures in case of emergency**. If you cannot access the document via the internet, the document is posted between rooms 3029 and 3031 Ghausi Hall.


**Cal Aggie Escort Service and Hours**

- The campus provides safety escort service available 7 days a week, excluding major holidays and Summer Session I & II. A Cal Aggie Host will provide free safety escort between campus locations and nearby residential areas.

  - **7 days a week, excluding major holidays and Summer Session I & II, from 5:30 PM to 3:00 AM**
  - **Escort Number: 530-754-2677**


Sign up for Warn me alerts via your cell phone and/or email: [https://warnme.ucdavis.edu/](https://warnme.ucdavis.edu/)
Computer Lab and Security

The Civil & Environmental Engineering Department has provided extensive computer facilities for use by its graduate students. In order to promote a safe, fair, and harmonious working environment, the graduate students are asked to abide by the following policies:

General Access and Cyber Security

- The computer labs in Ghausi Hall are designated for use by Civil & Environmental Engineering graduate students and by students enrolled in certain Civil & Environmental Engineering classes only.
- Please do not provide access to anyone who has not been issued an access card. The card provides security against theft and personal safety for the users of the lab. Non-compliance could result in losing your access privileges.
- Adhere to UC Davis Computer and Network Use Policy, including refraining from transmitting or reproducing material that is copyrighted, slanderous, defamatory in nature, displaying obscene, lewd or sexually harassing images or text.
- Web sites that allow downloading of copyright material have user agreements specifying how the site and material can be used. It is your responsibility to read and understand the agreement. If you do not adhere to the agreement, the department can be denied access to those sites. For example: The ASCE site allows journal downloads. You are not allowed to download more than one or two documents and strictly prohibits “systematic downloads”. We have had students download multiple copies of journal articles and the campus was restricted from using that site until the student was identified and put under judicial review.
- Please read the following documents. Failure to abide by these policies can result with an investigation by Student Judicial Affairs. If you are unable to access these documents via the internet, they are posted between rooms 3029 and 3031 Ghausi Hall.

Electronic Communications--Allowable Use
http://www.ucop.edu/information-technology-services/initiatives/universitywide-copyright-policies-and-guidance-.html

Electronic Communications--Privacy and Access

Ultimately, you are responsible to know if the information you are printing or downloading is protected in any way. Please make sure you read and understand the Digital Millennium Copyright Act and know the policies of the websites you visit.

Guidelines for Compliance with the Digital Millennium Copyright Act:
http://policy.ucop.edu/doc/7000472/DMCA

Printer Use

- Each student is given a print quota of 100 pages per quarter. The only way to extend your print quota is to request it from your advisor.
- You cannot print copyright material.

Files and Storage

- Files stored on lab systems can be removed without warning.
- There is a small amount of disk space available on your account. This is not designed for permanent storage of your files. The recommended service is your Box.com account provided by campus (http://ucdavis.app.box.com). Your files on the lab machines and server are not guaranteed. Please be aware that you are responsible for your own backups.

Reporting Problems

- Please submit a ticket for lab related issues to cee-itsupport@ucdavis.edu

Using the CEE Network

- If you would like to use the department network, you must have a working virus program on your computer and abide by all cyber security requirements as do lab users. You will need to submit a ticket with your machines MAC address for registration. Please visit kb.ucdavis.edu and input KB0000276 into the search box for a step-by-step guide.

Once you have read this document, please sign and return the last page of this document to Dan Djalili in 3029 Ghausi Hall. Please obtain proper signatures to the space that you are trying to gain access to. If you do not have a signature, you will not gain access to that space.
CEE Lab Access Authorization Form

Check the rooms you need access and obtain the following approvals before turning in form.

<table>
<thead>
<tr>
<th>Room:</th>
<th>Initials of Approving Authority:</th>
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<tbody>
<tr>
<td>1001 Trans. Lab</td>
<td>__________________________</td>
</tr>
<tr>
<td>1007 Class/Mtg. room</td>
<td>__________________________</td>
</tr>
<tr>
<td>1011 Ch2M Hill Room</td>
<td>__________________________</td>
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<tr>
<td>1013 Niemeier's Lab</td>
<td>__________________________</td>
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<tr>
<td>1014 Env. Lab</td>
<td>__________________________</td>
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<tr>
<td>1114 Water/Env. Lab</td>
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<tr>
<td>1122 Water/Env. Lab</td>
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<tr>
<td>1124 Water/Env. Lab</td>
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<tr>
<td>2101 Env. Lab</td>
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<td>2110 Env. Lab</td>
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<tr>
<td>2116 Env. Lab</td>
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<td>Boat House</td>
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<tr>
<td>Exteriors Doors</td>
<td>__________________________</td>
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<tr>
<td>Computer Lab Account</td>
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*Requires safety training and annual reviews. Please see Henry Calanchini: hjcalanchini@ucdavis.edu.

Name: __________________________ Email: __________________________

Title: __________________________ Department: __________________________

Advisor/supervisor: __________________________ Estimate of date to finish: __________________________

Purpose of Use: __________________________

☐ I agree not to loan out the card

☐ I agree to annual safety training Date of Last Training: __________________________

☐ I agree to follow all University and Department safety and personal conduct standards.

Signed __________________________

Advisor __________________________

Date __________________________

Form IVc/hsa