

PI Name: _____

(Broken or Lost)

New Authorization **OR**
 Additional Access **OR**
 Replacement Fob

INSTITUTE FOR INTEGRATIVE GENOME BIOLOGY
GENOMICS BUILDING and KEEN HALL
Fob/Key Authorization or Additional Access Form

Office Use

Add email to eStorage
 Add keys to eStorage
 Update Key Inventory
 Programed Fob
 Staff Initials: _____
 Date: _____
 Reviewed By: _____

****Submit completed hardcopy forms Rm 1206 Genomics. Or submit e-mail pdf's to IIGBstudent@ucr.edu. You will be notified by e-mail when your fob is ready to be picked up.****

Date: _____

I authorize:

Employee	Dept	Job Title	Email

**** Facilities now charges \$15/key and \$15/card to departments. In the event fobs/keys are not returned or additional keys are needed, please charge the following COA (information required for all users):**

Chart of Accounts (COA) String

Keen Hall Access:

Fob to enter the Keen Hall Core Facility, effective _____(today's date) and ending September 30, 2024 (renewals are issued annually).

I would like to request new or additional fob access to the following Group(s): [please check all that apply]

<input type="checkbox"/> GROUP E (Genomics Core) Rooms: 2016	<input type="checkbox"/> GROUP F (Chemical Screening) Rooms: 1016, 1017	<input type="checkbox"/> GROUP B (Microscopy Core) Rooms: 1002, 1003, 1004, 1007, 1005, 1006, 1015, 1016	<input type="checkbox"/> GROUP D (Proteomics Core) Rooms: 1018
--	---	---	--

SIGNATURE of Facility Core Manager(s) [FOR KEEN HALL ACCESS ONLY]

 Dr. Wei Zhang
 Genomics Core & Chemical Screening

 Dr. David Carter
 Microscopy Core

 Dr. Quanqing Zhang
 Proteomics Core

Genomics Building Residents Only:

Fob access to Lab _____ and Lobby doors, effective _____ (today's date) and ending September 30, 2023 (renewals are issued annually).

Additional Fob access to lab _____. Additional PI* approval _____ or approval sent via email.

Signatures **not needed for Lab 2237 or additional 3rd floor lab.

Additional key(s): _____
 (if you know key #s, please indicate instead of rooms)

Office Use

PLEASE READ THE FOLLOWING CAREFULLY

Hours of Operation:

The Keen Hall Core Facility is managed by the Institute for Integrative Genome Biology (IIGB) and the Center for Plant Cell Biology (CEPCEB); and the Genomics Building is a shared multi-departmental building administered by IIGB staff. Outside doors automatically open at 7:00am and close at 5:00pm, Monday through Friday. Lab doors are always locked. Users needing access outside normal business hours can get a key fob by completing this form, obtaining the appropriate signatures, and returning it to **Room 1206 in the Genomics Building or to IIGBadmin@ucr.edu.**

Issuance of Key Fobs:

Every year, during September, a renewal authorization form must be completed and authorized by the Principal Investigator. This is necessary for security purposes. Users must not borrow or lend fobs to each other since access information in Keen Hall is used to evaluate security measures and confirm billing accuracy. Please notify IIGB staff (x2-2601) immediately if fobs are misplaced or lost. Fobs that are not returned for renewal will be inactivated and charged at cost to the principal investigator's FAU provided on the form. Fobs can also be revoked (inactivated) at any time for improper use of the space.

Authorization of Key Fobs:

Signature approval from the principal investigator/supervisor is required on all forms. In addition to the Principal Investigator, fobs issued for the first time to Keen Hall after-hour users require authorization by the core facility manager(s). Access renewals to Keen Hall do not require core manager(s) approval. Core facility manager contact information is indicated below. Either hard-copy or e-mail authorization is permitted.

- Group B [Microscopy Core] – David Carter, Rm 2025 Keen Hall, dcarter@ucr.edu**
- Group D [Proteomics Core] – Quanqing Zhang, 1018 Keen Hall, quanqing.zhang@ucr.edu**
- Group E [Genomics Core] – Wei Zhang, Rm 2016 Keen Hall, wezhang@ucr.edu**
- Group F [Chemical Screening] – Wei Zhang, Rm 2016 Keen Hall, wezhang@ucr.edu**

Authorization is limited to the rooms indicated on the Fob Authorization Form; requests to access another instrumentation core in Keen Hall will require additional authorization by the principal investigator and corresponding core facility manager(s). A valid FAU must be provided by the principal investigator on the Fob Authorization Form in the event fobs are not returned annually or when an employee's appointment is terminated.

Genomics Building PI Certification Only:

I certify that the employee listed on this form has received Laboratory Safety Orientation (fundamentals), laboratory-specific training, and other courses as determined by a training needs assessment.*

*Available online at <http://chs.ucr.edu/training>

I certify that the employee listed on this form has reviewed the Genomics Building Emergency Plan dated July 2018. <https://drive.google.com/file/d/15VAzpMAokRTtPelJe1Gy1t2nK2tAtqD/view?usp=sharing>

PI's Approval – Any Access

PI Department: _____ Phone Ext: _____ Date: _____

 PRINTED NAME of Principal Investigator/Supervisor

 SIGNATURE of Principal Investigator/Supervisor