UC RIVERSIDE | Institute for Integrative Genome Biology

PI Name: _____

☐ New Authorization **OR** ☐ Additional Access **OR** ☐ (Broken or Lost) Replacement Fob

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

**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

Request Date: _____ (Today's date)

I authorize:

_____	_____	_____	_____
Employee	Employee Departmentt	Job Title	Employee NetID

** 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):

1511- ___ **-** ___ **-570270-44-** ___ **-** ___ **-** ___

| **Fund** | **Activity** | **Program** | **Project** | **Flex1** | **Flex2** |

Keen Hall Access:

☐ Fob to enter the Keen Hall Core Facility, active on or after the request 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]

☐ **GROUP E** **(Genomics Core)** **Rooms: 2016**	☐ **GROUP F** **(Chemical Screening)** **Rooms: 1016, 1017**	☐ **GROUP B (Microscopy Core)** **Rooms: 1002, 1003, 1004, 1007, 1005, 1006, 1015, 1016**	☐ **GROUP D** **(Proteomics Core)** **Rooms: 1018**

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

_____	_____	_____
Dr. Wei Zhang	Dr. David Carter	Dr. Quanqing Zhang
Genomics Core & Chemical Screening	Microscopy Core	Proteomics Core

Genomics Building Residents Only:

☐ Fob access to Lab_____ and Lobby doors, active on or after the request date and ending September 30, 2024 (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)

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 on 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://ehs.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