

Key/Fob Access Authorization

For GENOMICS BUILDING and KEEN HALL use only

Part 1 Applicant Information			
First name			
Last name			
NetID			
Job title			
Part 2 Authorizing PI Information			
First name			
Last name			
Department			
Email			
Phone number			
COA			
Part 3 Access Requested			
Authorization Type	New Request <input type="checkbox"/>	Replacement <input type="checkbox"/>	Additional Access <input type="checkbox"/>
Genomics Building			
Genomics Building Lab(s) -Fob Access			
Other Genomics Building Rooms - Key Access			
Keen Hall			
<input type="checkbox"/> Genomics Core <input type="checkbox"/> Chemical Screening	Genomics core manager signature (Wei Zhang – we Zhang@ucr.edu)		
<input type="checkbox"/> Proteomics Core	Proteomics core manager signature (Quanqing Zhang – quanqing.zhang@ucr.edu)		
<input type="checkbox"/> Microscopy Core	Microscopy core manager signature (David Carter – dcarter@ucr.edu)		

Part 4 Details & PI Acknowledgements

Receipt of Keys/Fobs

The applicant will be notified by email when keys/fobs are available for pick up from the Genomics 1206 office. Applicants should be prepared to provide identification and proof of completed safety training when they pick up their key(s)/fob.

User & PI Responsibilities

Once a key/fob is issued to the applicant, they become responsible for its use. Users should not lend their access to other users and are considered responsible for any unauthorized access made with their key/fob. Access can and will be revoked upon misuse of keys/fobs.

Both users and authorizing PIs have responsibility to notify IIGB administrative staff immediately if a key/fob is lost. The authorizing PI will have their COA charged to replace keys, fobs, or door hardware affected by lost keys/fobs. Replacement charges will be assessed by facilities services at the time the service is completed.

Renewal

The IIGB administrative office provisions access on an annual basis. IIGB administrative staff will contact authorizing PIs to confirm which researchers in their lab should have their access renewed. Unreturned keys/fobs are treated as lost and will be recharged to the authorizing PI per the above paragraph.

Form Submission Process

To submit this form, email to IIGBstudent@ucr.edu and/or iigbadmin@ucr.edu.

The authorizing PI acknowledges that the applicant has received laboratory safety orientation training, laboratory-specific training, and other courses determined by the UCR EH&S training needs assessment.

The authorizing PI acknowledges the listed applicant has reviewed the following Genomics Building Emergency Plan:

<https://drive.google.com/file/d/15VAzpMAokRTtPeUe1Gy1t2nK2tAtqD-/view>

Authorizing PI signature - Agreeing to abide by the above policies	
Additional PI signatures (only needed if multiple Genomics labs requested)	

Part 5 IIGB Administrative Office Use Only

--	--