

PI Name: \_\_\_\_\_

New Authorization **OR**  Additional Access

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

<u>Office Use</u>
<input type="checkbox"/> Add email to eStorage
<input type="checkbox"/> Add keys to eStorage
<input type="checkbox"/> Update Key Inventory
<input type="checkbox"/> Programed Fob
Staff Initials: _____
Date: _____
Reviewed By: _____

**\*\*After completion, please print, obtain signatures, and submit to Rm 1206 Genomics. You will be notified when your fob is ready to be picked up.\*\* During COVID-19 closures contact us at [IIGBadmin@ucr.edu](mailto:IIGBadmin@ucr.edu)\*\***

Date: \_\_\_\_\_

I authorize:

_____	_____	_____	_____
Employee	Dept	Job Title	Email

\*\* In the event fobs/keys are not returned or additional keys are needed, please charge the following FAU (information required for all users):

_____	_____	_____	_____
Activity	Fund	Function	Cost Center

**Keen Hall Access:**

Fob to enter the Keen Hall Core Facility, effective \_\_\_\_\_ (today's date) and ending September 30, 2021 (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"/> <b>GROUP E</b> (Genomics Core) Rooms: 2016	<input type="checkbox"/> <b>GROUP F</b> (Chemical Screening) Rooms: 1016, 1017	<input type="checkbox"/> <b>GROUP B (Microscopy Core)</b> Rooms: 1002, 1003, 1004, 1007, 1005, 1006, 1015, 1016	<input type="checkbox"/> <b>GROUP D</b> (Proteomics Core) Rooms: 1018
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**SIGNATURE of Facility Core Manager(s) [FOR KEEN HALL ACCESS ONLY]**

\_\_\_\_\_  
Dr. Matthew Collin  
Genomics Core & Chemical Screening

\_\_\_\_\_  
Dr. David Carter  
Microscopy Core

\_\_\_\_\_  
Dr. Nathan Hendricks  
Proteomics Core

**Genomics Building Residents Only:**

Fob access to Lab \_\_\_\_\_ and Lobby doors, effective \_\_\_\_\_ (today's date) and ending September 30, 2021 (renewals are issued annually).

Additional Fob access to lab \_\_\_\_\_. Additional PI\* approval \_\_\_\_\_ or approval sent via email [IIGBadmin@ucr.edu](mailto:IIGBadmin@ucr.edu).

\*\*Signatures **not** needed for Lab 2237 or additional 3<sup>rd</sup> floor lab.

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

<u>Office Use</u>
_____
_____
_____
_____

**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. Doors automatically open at 8:00am and close at 5:00pm, Monday through Friday. 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**. **During COVID-19 closure the building and labs doors are locked at all times.**

**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. **During COVID-19 closure e-mail authorization is permitted.**

**Group B [Microscopy Core] – David Carter, Rm 2025 Keen Hall, [dcarter@ucr.edu](mailto:dcarter@ucr.edu)**

**Group D [Proteomics Core] – Nathan Hendricks, Rm 1019 Keen Hall, [nathan.hendricks@ucr.edu](mailto:nathan.hendricks@ucr.edu)**

**Group E [Genomics Core] – Matthew Collin, Rm 2024 or 2016 Keen Hall, [matthew.collin@ucr.edu](mailto:matthew.collin@ucr.edu)**

**Group F [Chemical Screening] – Matthew Collin, Rm 2024 Keen Hall, [matthew.collin@ucr.edu](mailto:matthew.collin@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