

## After Hours Building/Instrument Access Form



### Following completion, bring this form to:

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Following completion of this form, you will be able to use your University ID to gain access to MRC or EB1 after hours to use AIF equipment.

### User Information:

Name: \_\_\_\_\_ NCSU ID: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

PI: \_\_\_\_\_ PI E-Mail: \_\_\_\_\_

Access expiration date (max 4 years for non-permanent employees): \_\_\_\_\_

### AIF Information

Staff Member: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Building to Access: MRC EB1 Instrument(s): \_\_\_\_\_

After-hours access to University buildings is a privilege and should be treated as such. You (the user) may be responsible for damage that may occur to University property. **You are responsible for your own safety in the laboratory.** If you observe an unsafe situation or feel unsafe in the lab, you should report it to the laboratory manager immediately. If you have any questions relating to your safety in the lab, ask the AIF staff member **before** they sign this form.

When accessing buildings after hours with your ID card, you should be aware of unauthorized people who may try following you into the building. If you are suspicious of a person or people, you should contact university police at (919) 515-3000 or dial 911.

Your ID is used to access the laboratories you are authorized to use. You should not allow anyone else to use your ID to access those laboratories. You will be held responsible for any damage that occurs if your ID is used to access a laboratory.

In case of a fire or other emergency, **call 911**.

### User has been informed of:

- Lab/instrument specific safety procedures
- Instrument-related emergency procedures
- Location of building exits, fire extinguisher/alarm, and eyewash

Signing the form indicates you have read the form in full and agree to abide by all AIF policies.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_