

After Hours Building/Instrument Access Form



Following completion, bring this form to:

Anna Ragsdale, 318 Monteith Research Center

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.

If you have been given the door code to one or more laboratories, you should not share it with anyone else. You may be responsible for damage that occurs because you shared a door code.

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: _____