

After-Hour Access Request Form

The flow cytometry facility is a shared resource used by many different laboratories. Flow cytometers and their peripherals are expensive and any downtime caused by careless or faulty operation can adversely affect numerous research projects. The UCLA Flow Cytometry Facility permits after hour access only for experienced, reliable users who have demonstrated skill in the operation of the instrumentation.

Use Policy

1. Only graduates of the flow cytometry classes conducted by the Core facility who have demonstrated proficiency in running samples are allowed access to the analyzers outside the regular operational hours of the facility. We do not permit use of the instruments by users who were not trained directly by Core personnel.
2. Key card access is only given to the individual user, not to user laboratories. It cannot be extended to other researchers who are not authorized to enter the core facility.
3. Users are responsible for proper instrument operation and shutdown. Improper handling of the instrumentation can result in revocation of access privileges.
4. Users are responsible for accurate reporting of their use time. Failure to do so can result in revocation of access privileges.
5. After-hour entry to the core facility is only through key card access and users are not permitted to open the door to provide access to others during their after hour use.

Laboratory PI:

Phone number:

Date:

Signature:

User (Full Name):

Employee ID#

Phone number:

Reason for requesting after hour access:

Term of request:

I hereby acknowledge that I have read the after hour use policy.

Date:

Signature:



Jonsson Comprehensive Cancer Center

FACTOR BUILDING KEY/CARD ACCESS REQUEST FORM

Turn in completed and signed forms to the JCCC Front Desk located at 8-684 Factor

NAME: _____ DATE: _____

DEPARTMENT: _____ CAMPUS PHONE: _____

EMAIL: _____

CLASSIFICATION (Faculty, staff, student, work study, volunteer, etc.): _____

ROOM(S) FOR WHICH ACCESS IS REQUESTED: _____

HAVE YOU RECEIVED APPROPRIATE TRAINING? (EH&S, MWM, etc. **for lab/equipment rooms only**): _____

CHECK LEVEL OF ACCESS (**for card access only**):

- UNLIMITED (24/7)
- RESTRICTED (7AM-7PM, 7 DAYS A WEEK)
- LIMITED (7AM-7PM, MON-FRI)

BUILDING ACCESS NEEDED? (Y/N): _____ BRUINCARD ID # (**for building access only**): _____

SUPERVISOR: _____ CAMPUS EXTENSION: _____

PRINT FACULTY NAME (ex. PI): _____

FACUTLY SIGNATURE: _____

(Note – Only Faculty Members are authorized to sign for access unless prior approval is given.)

1. Key(s) and access cards shall NOT be loaned.
2. Key(s) shall be RETURNED TO THE JCCC upon request, termination or transfer to another department.

SIGNATURE OF EMPLOYEE: _____

In an effort to maintain security, please remember:

- Under JCCC policy, individual access codes are not issued.
- If you are given an access code under an exception to the policy, DO NOT SHARE it with anyone.
- Keys of separated employees must be returned to the JCCC. Keys should not be redistributed to other staff.
- Please note that those who require supervision (i.e., work study students, volunteers, etc.) should not require access since a supervisor should be present during their work hours.

NOTE: UNAUTHORIZED FABRICATION, DUPLICATION, POSSESSION OR USE OF KEYS TO PREMISES OWNED BY THE UNIVERSITY OF CALIFORNIA IS A MIDEMEANOR.

FOR OFFICE USE ONLY:

KEY(S) #: _____

CARD ACCESS: LOCKNETIC OMNILOCK

PROCESSED BY: _____

DATE KEY(S) RECEIVED: _____ DATE KEY(S) RETURNED: _____

KEYS AND CARD ACCESS WILL BE PROCESSED WITHIN 3 – 5 BUSINESS DAYS