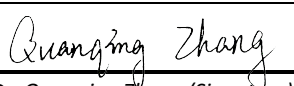
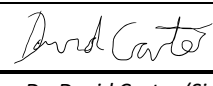


KEY/FOB AUTHORIZATION/RETURN FORM

PART I	APPLICANT INFORMATION		
First Name			
Last Name			
Net ID			
Job Title		Volunteer End date:	
*Email			
PART II	AUTHORIZING PI INFORMATION		
First Name			
Last Name			
Department			
Email			
Phone No.			
COA			
PART III	REQUESTED ACCESS		
Does your R'Card have access to other buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't have an R'Card		
Authorization Type	<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Additional Access
Genomics Building Access	<input type="checkbox"/> Lobby (Fob)	<input type="checkbox"/> Lab (Fob): _____	<input type="checkbox"/> Room (Key): _____
Keen Hall Access (<i>Additional Signatures Required</i>)			
<input type="checkbox"/> Genomics Core	_____ <i>Dr. Wei Zhang (Signature)</i>	<input type="checkbox"/> Chemical Screening	_____ <i>Dr. Wei Zhang (Signature)</i>
<input type="checkbox"/> Proteomics Core	 _____ <i>Dr. Quanqing Zhang (Signature)</i>	<input type="checkbox"/> Microscopy Core	 _____ <i>Dr. David Carter (Signature)</i>
PART IV	DETAILS AND ACKNOWLEDGEMENTS		
<p><u>Receipt of Keys/Fobs</u> Applicants will receive an email notification when their keys or fobs are ready for pickup from the Genomics 1206 office. When collecting their key(s) or fob, applicants must present valid identification and proof of completed safety training.</p> <p><u>User and Principal Investigator Responsibilities</u> Once a key or fob is issued, the applicant assumes full responsibility for its use. Users are prohibited from lending their access to others. Both users and their Principal Investigators (PIs) are required to notify IIGB administrative staff immediately if a key or fob is lost. Failure to report immediately may result in accountability for any unauthorized access, property damage, or theft associated with your key or fob. Access privileges may be revoked in the event of misuse. The authorizing PI will be charged for the replacement of lost keys, fobs, or affected door hardware. Replacement costs will be determined by facilities services at the time the service is rendered.</p> <p><u>Renewal</u> Access provisions are renewed annually by the IIGB administrative office, with renewals taking place on September 30th each year. Administrative staff will reach out to authorizing PIs to confirm which researchers in their lab require access renewal. Keys or fobs that are not returned will be considered lost and will incur charges to the authorizing PI, as outlined above.</p> <p><i>Continuation See Page 2</i></p>			

Continuation: Details and Acknowledgement

Form Submission Process

To submit this form, please email it to IIGBstudent@ucr.edu and/or iigbadmin@ucr.edu. Requests will be processed within **1-2 business days**.

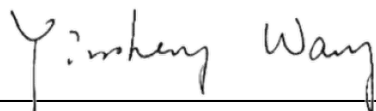
Key Returns

Upon the completion of your assignment, employment, or project, your keys must be returned. Please return your keys and fobs to the IIGB Admin Office.

PART V PI ACKNOWLEDGEMENTS

The authorizing Principal Investigator (PI) acknowledges the following:

- The listed applicant is granted permission to access their laboratory in the Genomics Building and any additional areas specified in this form.
- The applicant has completed laboratory safety orientation training, laboratory-specific training, and any other courses identified by the UCR EH&S training needs assessment.
- The applicant has reviewed the Genomics Building Emergency Plan as detailed below:
<https://drive.google.com/file/d/15VAzpMAokRTtPelJe1Gy1t2nK2tAtqD-/view>



Authorizing PI/Manager

Other Authorizing PI/Manager
(For Multiple Lab Access)

PART VI (A) APPLICANT SIGNATURE (ISSUANCE)

- By signing this form, I agree to follow all security protocols and guidelines related to key use and access.
- In the event the key is lost, stolen, or damaged, I will immediately notify the IIGB Office (iigbadmin@ucr.edu)

Signature:  _____

Date: _____

IIGB-CEPCEB USE ONLY

Key/Fob Issuance Details	
Issued by:	Date:
Key/Fob Return Details	
Received by:	Date: