

LI KA SHING CENTER ACCESS REQUEST FORM

To receive key and/or card key access, please complete this form and email it to lks_help@berkeley.edu. Card keys will be activated within two business days of receipt of this form.

Keys to this building are the property of the University of California and must be surrendered upon request.

- 1) Unlawful possession of any University of California key is a misdemeanor per Section 469 of the Penal Code.
- 2) I will report the loss/theft of any University of California key immediately to my supervisor and to building management for reporting to the University of California Police Department.
- 3) I will not lend out or give any issued University of California key to anyone, unless told to do so by my supervisor. All permanently reassigned keys must be reported to the Facilities Manager.

I am the recipient of the key(s) to the Li Ka Shing center spaces listed on this contract. I fully understand that this key must not be duplicated. I am fully aware that I am subject to the loss of privilege of this key if its use is abused. I further agree that this key must be immediately returned to the department upon request or termination of my affiliation with the University of California, Berkeley.

By signing this document I agree to review with my lab's Safety Officer the BEP, IIPP and any other applicable safety training required for building occupants.

DATE _____

SEE REVERSE FOR INSTRUCTIONS

SID/EID number (front of card): _____ Name: _____

Main Affiliation (Dept/Lab/Company): _____ Supervisor/PI: _____

Status (please circle): (Grad Student / Undergrad / Faculty / Staff / Post Doc / Visiting Scholar/ Researcher/ Other)

E-mail Address: _____ Phone No: _____

Estimated End Date in Lab (graduation date, appointment end date etc.): _____

Card number (First 6 digits on lower right back of campus ID): _____

Floor: _____ Room Number: _____ Bench Number: _____

Card Key Access: Please indicate DAY USE or 24/7 access. THEN which floor, lab or rooms you need access to.

Clearance	Activation Date	Deactivation Date	PI/Supervisor Signature*	Safety Officer's Signature	Recipient's Signature

*For students/staff

Metal Key Requests

Location†	Issued	Returned	Key No.	PI/Supervisor Signature*	Safety Officer's Signature	Recipient's Signature‡

†Workstation number or office number

*For Students/staff

‡Sign when you receive your keys

INSTRUCTIONS

1. Fill out all of the identity information at the top of the form.
2. **Students, researchers and staff:** Sign the *Recipients Signature* box and also have your PI or supervisor sign the form at each indicated location.
3. Once the form is completed and signed, scan and send it to lks_help@berkeley.edu or have someone escort you to room 171 to drop off the form. Card key activations are normally reviewed and processed on Tuesdays and Thursdays.
4. For Card Keys:
 - a. CaL ID card number is required. You can find it on the back of your campus photo ID, in the lower right corner.
 - i. Please provide the first six digits only.
 - ii. Blank temp cards cannot be activated for LKS.
5. Most of you will be requesting the LKSC Entry clearance. **Please indicate DAY USE or 24/7 ACCESS.** Those granted 24/7 access will need to obtain an LKS sticker from Facilities Management.
6. Indicate what floor(s) you are working on and which room number(s) you need access to.
7. For metal keys:
 - a. Your location is your room number if you are in an office, or your room number and bench number (e.g. 330F/05) if you are in a lab. Metal keys are cannot be issued to undergrads.

Safety Training Requirements for New Employees

All new employees must be familiar with the *Injury and Illness Prevention Plan* (IIPP) and the *Building Emergency Plan* (BEP). Your lab/workgroup Safety Officer will provide you a copy of these documents, and an acknowledgement form that you must sign and forward to the LKSC Safety Coordinator (room 175 LKSC).

Laboratory employees that use hazardous materials must complete additional safety training:

1. *Laboratory Safety for New Graduate Students and Employees* (2 hr. in-person training). Sign up through the Campus Learning Management System (LMS): <http://tinyurl.com/ucblms> (CalNET authentication required).
2. Read, understand, and sign your laboratory *Chemical Hygiene Plan* (yellow flipchart).
3. *Hazardous Waste Program* training for anyone who generates hazardous waste (15-min. on-line training). Available on the EH&S *Hazardous Waste Program*: <http://ehs.berkeley.edu/hwp.html>
4. *Hazardous Materials Spill Response* training for anyone working with hazardous materials (15-min. on-line training). Available through LMS. Non-employees can access the training at: <http://ehs.berkeley.edu/training/41-hs/204.html>.
5. Complete applicable duty-specific training; sign up through LMS:
 - *Introduction to BioSafety* for biohazardous materials users
 - *Bloodborne Pathogens* for research with human cell lines or tissue
 - *Radioactive Materials User Training* for radioactive materials users
6. *Laser Safety Training* for laser users
7. Any applicable Standard Operating Procedures (SOPs) for potentially-hazardous operations. This also includes lab-specific NIH-Compliance recombinant DNA and biosafety training (EH&S-provided PowerPoint template that is customized by lab) – available from your Safety Officer.