

LI KA SHING CENTER ACCESS REQUEST FORM

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

(Revised June 2022)

- Please allow **three business days** for requests to be processed. *If there is an URGENT business need to grant access, please contact the Access Controller: kricheson@berkeley.edu, or the LKS Building Manager: tthomas21@berkeley.edu, directly.*
- For security reasons, Undergraduates and Visiting Scholars are **not granted 24/7 access**, and their access is limited to one year. All exceptions to this policy **must be explicitly requested by the Lab Manager or PI and shall be accompanied by their signature on this Access Request form.**
- Signatures may be either DocuSigned or scanned/original "wet" signatures.
- To receive key and/or card key access, please email the completed/SIGNED form to: lks_help@berkeley.edu **please cc your PI or Lab Manager**
 - If emailing, please attach a clear photo or scan of the front & back of your Cal1 Card **if** the form is handwritten.
- If applicable to your access request, please complete and sign the "Safety Training Requirements for New Employees" document attached to this form (page 2).
- Complete **all** of the following fields:
 - Date, Name, SID/EID, Card Number, UC Berkeley Email, Phone Number
 - Status, Main Affiliation, PI/Lab Manager.
 - Clearance Level Requested (indicate either DAY USE or 24/7)
 - **Signature of PI/Lab Manager approving 24/7 access**
 - Floor Number(s), Room Number(s)
- Expiration Date of Request (*limited to 1 academic year for undergrads and visiting scholars*)
- PI/Lab Manager Signature, Safety Officer Signature (if applicable), Recipient Signature

DATE _____ NAME _____

SID/EID (front of Cal1 Card) _____ Card # (1st 6-digits on back of card) _____

UC Berkeley Email: _____ Phone Number: _____

Signature _____

STATUS (select one):

- Grad Student ___ Undergrad ___ Faculty ___ Staff ___ Postdoc ___
- Visiting Scholar ___ Researcher ___ Other ___ (Explain here):

Main Lab Affiliation _____ PI/Lab Manager (printed name) _____

Clearance Level Requested (select one):

- DAY USE (6:45 am to 6:00 pm) _____
- 24/7 (all hours) _____
 - **Signature of PI/Lab Manager approving 24/7 access**

Floor Number(s) _____ Room Number(s) _____ Bench Number(s) _____

Estimated Access Expiration Date* (graduation date, appointment end date, etc.) _____

- *Limited to 1 academic year for undergrads and visiting scholars

Metal Key Requests (ONLY)

Location	Issued	Returned	Key No.	PI/Supervisor Signature	Recipient's Signature

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(Please check or initial upon completion where applicable)

REQUIRED TRAINING FOR ALL PERSONNEL

Login to UC Learning Center (LMS) <https://hr.berkeley.edu/uc-learning-center-lms>

- EHS 502 Workplace Safety Program (IIPP)
- EHS 207 UC Berkeley Guidelines on Protecting Workers from COVID-19
- Read and be familiar with the LKS Center Building Emergency Plan (BEP), which is available from their Lab Safety Contact. The BEP basic safety training acknowledgement form (page 2 below) must be signed by the new employee and returned to the LKS Safety Coordinator (room 173 LKS Center) or emailed to lks_help@berkeley.edu.
- Location of emergency exits; nearest fire extinguisher and fire alarm pull station; location of emergency meeting site for LKS occupants
- Who to contact in the building in the event of an emergency
- Notification of any potential occupational hazards in the work area
- Notification of employee's rights to ask questions and report safety hazards without fear of reprisal

ADDITIONAL TRAINING REQUIRED FOR LAB PERSONNEL

- UC Laboratory Safety Fundamentals* training (EHS 101) is required for researchers working in labs where hazardous chemicals are used. The initial training is required prior to beginning research, and must be refreshed every 3 years thereafter. Complete the *on-line* course through the Campus Learning Management System (LMS): <http://jwas.ehs.berkeley.edu/lms> (CalNET authentication required; search "EHS 101")
- New employees must log on to the LHAT (<http://ehs.berkeley.edu/lab-hazard-assessment-tool-lhat>; CalNET authentication required) and complete training on the lab-specific personal protective equipment (PPE) needs. Sign up for a PPE fitting appointment at the Lab Coat Lair in University Hall, using this link: <http://calppe.simplybook.me/>
- Read, understand, and sign your laboratory Chemical Hygiene Plan (yellow flipchart).
- Complete *Hazardous Waste Program* training for anyone who generates hazardous waste (15-min. on-line training). Available at the **EH&S Hazardous Waste Program** <https://ehs.berkeley.edu/instructions-how-use-hazardous-waste-program>
- Hazardous Materials Spill Response* training for anyone working with hazardous materials (15-min. on-line training). Available through [LMS](#)
- 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
- Laser Safety Training* for laser users (EHS 301 through [LMS](#))
- Location of emergency eye wash/shower
- Read and signed all relevant laboratory Standard Operating Procedures
- Shop safety training (check **only** if applicable)
- Location of [Safety Data Sheets](#) (formerly MSDS)
- Comply with the BDS [Minors in Labs Policy](#)

LKS Basic Safety Training Acknowledgement

I acknowledge that I have completed the aforementioned Safety Training Requirements and have read the LKS *Building Emergency Plan* (BEP) and I am familiar with its contents.

I also understand that I may clarify any related questions or concerns by contacting the LKS Department Safety Coordinator (lks_help@berkeley.edu).

Name (print)

Signature

Date

PI/Lab or Workgroup

Please provide your signed copy of this training record via email to the LKS Access Controller at lks_help@berkeley.edu or hand-deliver to LKS173.