LI KA SHING CENTER ACCESS REQUEST FORM

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.

(Revised April 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 Numbers(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 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
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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.