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| --- |
| Staff use contents check list |
|  | Badge issue |  | AHA |
|  | Key Issue |  | Metrology |
|  | Photo # |  | 2nd Fl Lab  |
|  | Non user access |  |  |

**Nanoscale Research Facility**

**1041 Center Drive**

**PO Box 116621**

**Gainesville, Fl 23611-6621**

**SECTION 1**: Personal information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gatorlink Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UF ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mobile / home

Access: NRF - Cleanroom NRF Characterization labs NFMCF (Rad) lab

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SECTION 2**: University of Florida

Faculty Staff Student

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SECTION 3**: External customers ONLY

Outside Industry Outside Academic/Government

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification/Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SECTION 4**: Safety Acknowledgement Quiz

1. A) I confirm that I have viewed the RSC safety Slideshow (Initial) \_\_\_\_\_\_\_\_\_, and understand I am responsible for abiding by the safety standards of the RSC facility.

B) I understand access may be removed if I fail to follow the outlined safety protocol, and that updates or changes to policy may be sent via email and/or the weekly updates. (Initial) \_\_\_\_\_\_\_\_

1. I understand the Basic user access hours are (fill in the blanks)

\_\_\_\_\_\_\_\_a.m to \_\_\_\_\_\_\_p.m. Monday-Friday, excluding university holidays, and understand I may not occupy the building outside of these hours without written consent from RSC staff.

1. **Optional:** Cleanroom users will automatically be issued a photo ID card after cleanroom training for ID in the cleanroom. Other users may request one if desired. Check this box to request a photo ID card and RSC lanyard.

Recipient Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

**\*The section below is reserved for users receiving a physical key or FOB card\***

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SECTION 4**: Brass Key Request

Request Key(s) to the following rooms:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once the required authorizations are received, your Key Card and/or Key will be ordered. You will receive an email notification when they are ready to be picked up at the NRF reception area. This form will be available for you to sign below upon pickup.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* To Fill Out at Pickup \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Please read the following statement about your Key Card and sign below:

*The KEY CARD is for your access to the Nanoscale Research Facility (NRF). This is a secure building. Entry using this FOB records your name and the time of entry. You must swipe your KEY CARD each time you go through a secured door even if the door has been opened by someone else. By accepting this KEY CARD you assume responsibility for its proper use, and for others who accompany you into NRF. It is not to be loaned to another person and shall be returned to NRF when your affiliation has ended.*

FOB Key Card#\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Card Access Levels:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Please read the following statement about your Key(s) and sign below:

I, the undersigned, acknowledge receipt of the keys designated below. I also agree not to loan, misuse, modify or alter these keys. The keys must be returned to NRF when your affiliation has ended. I understand that a violation of this agreement may render me and/or my Principal Investigator liable for the expense of re-keying the affected areas and the suspension of access to your student transcripts if applicable.

Room Number Key Number Quantity Date Received Date Returned

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