TEP (BME) BUILDING

ACCESS AUTHORIZATION FORM

Data Entered:		
RedCloud:	Date	Initials
Internal:	Date	Initials

Check box that applies:

- ❑ *Undergraduate student*
- ❑ *Graduate Student*
- ❑ *Staff/Faculty*

PLEASE PRINT:

First Name:_____ **Last Name:**_____

GT_ID NO. :90---_____ **BUZZ Card:**_____

(Front of Card) (Back of Card)

Home Department:_____ **Email:**_____

Office Phone:_____ **Lab Affiliation:**_____ **Phone**:_____

As required by the Board of Regents, personnel accessing a laboratory must complete the online ***Right-To-Know training*** annually (visit: http://training.osp.gatech.edu/). The last page of the Right-To-Know training is a certificate confirming that you have completed the training and the date training was completed. This page must be printed and submitted to the BME Main Office (BME 2127) before access will be granted.

❑ *Record Certificate Date Here:*_____ and attach to form.

AREA(S) TO BE ACCESSED:

TEP LABORATORIES	LABS CONTINUED	TEP ADMINISTRATIVE	CORE ACCESS
❑ BioID Classroom	❑ Yoganathan Lab	❑ Main Floor	❑ Histology/Biomolecular
❑ Botchwey Lab	❑ Lab 220	❑ Elevator Entrance 1	❑ Microscopy
❑ Dasi Lab		❑ Elevator Entrance 2	❑ Sterilization
❑ Frakes Lab		❑ Main Conference Room	
❑ Gleason Lab			
❑ Machine Shop			
❑ PRL			
❑ Sun Lab			

Faculty Advisor/Sponsor Signature:_____ Print Name:_____ ***(Required)***

Student will be working in _____ lab ***(Required)***

Faculty Name Required

DEPOSIT:

All students are required to make a $10.00 deposit per key with the maximum deposit not to exceed $30.00. Additionally, if the key is lost or stolen a replacement fee may be imposed before another key is assigned. Deposits can be made with CASH or with a CHECK made payable to: GEORGIA TECH. Please submit the completed form along with the deposit to BME's Main Office located in Room 2127. On the last day of your employment the keys should be returned to BME and your deposit will be refunded.

Signature:_____ ***Date:***_____

***********For Office Use ONLY*********

Room No. Accessed	Key Code	Deposit Amount/Type (CH or CA)	Date Deposit Rec'd	Initial	Date Key Returned	Date of Refund	Refund Amount	Initial