



ACCESS FORM

... FOR ATWOOD CHEMISTRY CENTER AND EMERSON HALL

In order to be given access (electronic card or physical key) to the chemistry facility, it must be verified that you have (a) been registered in BioRaft and (b) completed your assigned safety training. Therefore, please complete the following steps.

STEP #1 *STUDENT OR EMPLOYEE* - Once you have been registered in BioRaft by your supervisor, you will be prompted by email to complete safety training. Take the required safety training course(s).

VOLUNTEER (OR ANYONE ELSE NOT HIRED IN PEOPLESOFT) - You and your supervisor must complete the Volunteer Release form (attached) AND appropriate EHSO Registration form (links below).

Adult (18+): <http://www.ehso.emory.edu/documents/volunteer-in-research-lab-registration-form.pdf>

Minor (16 or 17): <http://www.ehso.emory.edu/documents/minors-registration-form.pdf>

STEP #2 Complete the Chemistry Access form.

STEP #3 Take the completed Chemistry Access form (and Volunteer forms, if necessary) to Kyla Ceesay in Atwood 380Q for signature.

STEP #4 Take the signed Chemistry Access form to Steve Krebs or Claire Scott in Atwood 109 to get your keys and/or building access.

If you run into any issues or have any questions, please do not hesitate to contact Kyla Ceesay (Atwood 380Q, 404-727-9277, kyla.ceesay@emory.edu).

REQUIRED INFORMATION

(to be completed by you)

Name: _____

Job Title: _____

Supervisor: _____

Are you less than 18 years of age (circle one)? YES or NO

VERIFICATION OF BIORAFT REGISTRATION AND SAFETY TRAINING

(to be completed by Chemistry administration)

Kyla Ceesay

Date