

# Weill Hall Access Request Form

This access request form must be completed by all students, staff or faculty seeking key or card access to Weill Hall. General Weill Hall card access and office keys may be issued upon completion of the Weill Hall Orientation and required training. Once all training requirements have been met and you have obtained an authorized signature in Section 2, return your form to the Weill Hall Administrative Coordinator in order for card access to be set up. Keys must be signed for in person. Further access to labs or research areas requires completion of the applicable training assessed in Section 3.

**Office Use Only:**  Access  SimpleK  List-serve

## Section 1: Person Requesting Access

<b>Last Name</b>		<b>Net ID</b>	
<b>First Name</b>		<b>7-Digit Cornell ID#</b>	
<b>Job Title</b>	<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> M-Eng <input type="checkbox"/> Post Doc <input type="checkbox"/> Faculty <input type="checkbox"/> Research Associate <input type="checkbox"/> Staff <input type="checkbox"/> CLSV Client <input type="checkbox"/> Visiting Faculty/Student		
<b>Home Department or Area in Weill Hall Where You Desire Access</b>	<input type="checkbox"/> BME <input type="checkbox"/> WICMB <input type="checkbox"/> DNS <input type="checkbox"/> CB <input type="checkbox"/> BRC Imaging Facility <input type="checkbox"/> Plant Growth Lab <input type="checkbox"/> Plant Transformation Lab <input type="checkbox"/> Vivarium-Barrier Side <input type="checkbox"/> Vivarium-Conventional Side <input type="checkbox"/> B07/iGEM/DEBUT Team <input type="checkbox"/> CLSV (Company Name): _____ <input type="checkbox"/> B25 BME Design Lab <input type="checkbox"/> Other (please specify): _____		
<b>Lab Group Name</b>		<b>Office Number (if applicable)</b>	
<b>Office or Lab Keys Needed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Expected Graduation Date or Completion Date (if applicable)</b>	

## Section 2: Access Authorization & Work Area Safety Familiarization

Each person seeking access to an area within Weill Hall must receive authorization from that lab group (e.g. **Principal Investigator or Lab Manager**) or area manager (e.g. **Facility Manager, Administrative Manager, the McGovern Center Director, etc.**). This authorizing person must also assess the need for additional training beyond the Weill Hall Orientation by checking the boxes next to the applicable training requirements in Section 3 below. Additionally, this authorizing person must familiarize you with the safety features of your work space. Please certify completion of this section by obtaining your PI's, Lab Manager's or Supervisor's signature below.

Fire Extinguishers  Fire Pull Stations  Emergency Phones  Eye Washes  Safety Showers  Emergency Exits  Spill Kits  Safety Data Sheets  Lab Safety Manual  Personal Protective Equipment (check all that apply)

Name (print)	Title	Signature & Date

## Section 3: Training Assessment

Training	Who Needs It	How To Get It	Date Completed
<input type="checkbox"/> RSRCH -WHFS 1001 Weill Hall Orientation	<b>REQUIRED:</b> Everyone desiring key or card access for Weill Hall except for BRC Imaging Facility users	Register for RSRCH -WHFS 1001 via CULearn at <a href="http://culearn.cornell.edu/">http://culearn.cornell.edu/</a>	
<input type="checkbox"/> EHS 2555 - Laboratory Safety	Everyone who works in a laboratory setting	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> EHS 2716 - Chemical Waste Disposal	Everyone who works in a laboratory setting	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training/">https://ehs.cornell.edu/training/</a>	
<input type="checkbox"/> EHS 5330 - Fire Safety	Everyone who works in a laboratory setting	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training/">https://ehs.cornell.edu/training/</a>	
<input type="checkbox"/> EHS 5060 – Biosafety Level 2	Everyone who works in labs that have biological risk group 2 materials	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training/">https://ehs.cornell.edu/training/</a>	
<input type="checkbox"/> BRC Imaging Facility Orientation & Training	Everyone who uses the BRC Imaging Facility	Training is given and signed for in Section 2 by any of the BRC Imaging Facility Managers: Contact them at <a href="mailto:brc_imaging@cornell.edu">brc_imaging@cornell.edu</a>	

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Section 3: Training Assessment			
<input type="checkbox"/> Weill Hall Plant Growth Lab Tour and Orientation	Everyone who needs access to the Plant Growth Lab or Plant Transformation Lab	Contact Nick Van Eck at 255-8697 or <a href="mailto:njv1@cornell.edu">njv1@cornell.edu</a> to arrange an appointment.	
<input type="checkbox"/> EPA Worker Protection Standard Training	Everyone who needs access to the Plant Growth Lab or Plant Transformation Lab	This training is offered by CALS Occupational & Environmental Health. See the following web link: <a href="http://oeh.cals.cornell.edu/training-workshops/wps">http://oeh.cals.cornell.edu/training-workshops/wps</a>	
<input type="checkbox"/> BME Design Lab Orientation (M-Eng, Sr. Design Lab)	Everyone who works in the BME Design Lab Room B25	Training is given by the BME Design Lab Manager. Contact Jordan McMahan at <a href="mailto:jam872@cornell.edu">jam872@cornell.edu</a>	
<input type="checkbox"/> BME Instructional Lab Orientation (iGEM, DEBUT, 1 <sup>st</sup> year PhD's, TA's)	Everyone who works in the BME Instructional Lab Room B07	Training is given by the BME Instructional Lab Director. Contact Dr. Shivaun Archer at <a href="mailto:sda4@cornell.edu">sda4@cornell.edu</a>	
<input type="checkbox"/> CARE Module I, Introduction to the Care & Use of Research Animals	Everyone who works with research animals	Training is offered by CARE. Follow the web link below for more information: <a href="http://www.research.cornell.edu/care/education.html">http://www.research.cornell.edu/care/education.html</a>	
<input type="checkbox"/> CARE Module II, Animal Facility Tour	Everyone who works with research animals	Training will be given by the Weill Hall Animal Facility Manager or designee. Contact Trevor Totman at 255-1718 or <a href="mailto:tt72@cornell.edu">tt72@cornell.edu</a> (Conventional Side) or Jessie Gorges at 255-0323 or <a href="mailto:jje279@cornell.edu">jje279@cornell.edu</a> (Barrier Side) to schedule.	
<input type="checkbox"/> Animal User Health & Safety Program	Everyone who works with research animals	Enroll in this program on line at <a href="https://researchservices.cornell.edu/resources/animal-user-health-and-safety-program-auhsp">https://researchservices.cornell.edu/resources/animal-user-health-and-safety-program-auhsp</a>	
<input type="checkbox"/> CVM 1074 - Working Safely in Biosafety Cabinets and other Hoods	Everyone who works in Biosafety Cabinets.	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> EHS 1070 - Bloodborne Pathogens Certification - Research	Everyone who may be exposed to blood or other potentially infectious materials in the lab	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> EHS 2397 - Laser Safety	All individuals who use laser devices in their laboratory, education or research activity	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> EHS 2344 - Radiation Safety for Research	All individuals before being listed as a "user" on Cornell's license for radioactive materials.	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> EHS 2335 - Compressed Gas Safety	Everyone who works with compressed gases	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> EHS 2341 - Formaldehyde Awareness	Everyone who works with formaldehyde	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> EHS 3055 - Cryogen Safety	Everyone who works with cryogenics	Training is offered by EH&S at this web link: <a href="https://ehs.cornell.edu/training">https://ehs.cornell.edu/training</a>	
<input type="checkbox"/> Other (Please Specify):			

Section 4: Training Certification	
Please certify that you have completed all of the requirements above with your name and signature below and return this form to the Weill Hall Administrative Coordinator via email at <a href="mailto:weill-access@cornell.edu">weill-access@cornell.edu</a>	
<b>Please attach a copy of your CU Learn transcript which can be found by selecting "Completed Learning" from your CULearn home page.</b>	
<b>Name (print)</b>	<b>Signature &amp; Date</b>