

After-Hours Access

Characterization Facility

University of Minnesota Users

After-hours access can be requested for Shepherd Labs and Nils Hasselmo Hall (NHH) by completing this form. After-hours access is for use of instruments out of normal business hours (8 am-4:30 pm for Shepherd Labs and 7 am-6 pm for NHH) during weekdays and anytime on weekends. This form should be returned via the drop box located outside 15 Shepherd Labs or emailed as a .pdf to charfac@umn.edu. For after-hours access to Shepherd complete this form and return; NHH requires additional steps that must be completed.

For after-hours access to NHH: (1) Complete this form. (2) Your information will be forwarded to Chris Frethem (or, as backup, Fang Zhou) in the NHH Facility. (3) Chris (or Fang) will then make a "**Supervisor's Request**" for you at <http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access>. (4) You must then go to that site and complete the "**Employee / Student Access Form**" (5) You will receive an e-mail from AHCRBMS confirming that your application has been received, and this e-mail will provide links to the DEHS "Radiation Safety" and "Blood-Borne Pathogens" trainings, **which you must take**. (6) You will then go to the Information Desk in the NHH atrium on the 3rd floor so staff can enter your UCard number into their system. All steps must be completed or after-hours access will not be granted.

Indicate which facilities you request after-hours access to:

Shepherd Labs

Nils Hasselmo Hall

To receive after-hours access please fill out the following information. UCard ID (begins with 600953) and Smart Card #/Codabar can be found on your UCard. Please make sure to write legibly:

Name: _____

X500: _____

Student/Staff ID: _____

UCard ID: _____

Smart Card # **OR** Codabar (circle one): _____

After-hours access is a privilege that can be taken away at any time. Care must be taken not to cause harm to the instruments and if anything does happen, contact the specialist via phone or email immediately. Instrument or equipment damage may result in charges based on specialist time, instrument down time, and repair costs. Failure to notify of instrument issues occurring during after-hours use will result in serious disciplinary action. Please sign and date below to indicate you understand the expectations for after-hours use.

Signature: _____

Date: _____

Code Number: _____

Please fill in the instruments desired for after-hours use below and have the instrument specialist(s) sign in the appropriate field(s).

1. Instrument: _____

Instrument Specialist Signature: _____ Date: _____

2. Instrument: _____

Instrument Specialist Signature: _____ Date: _____

3. Instrument: _____

Instrument Specialist Signature: _____ Date: _____

4. Instrument: _____

Instrument Specialist Signature: _____ Date: _____

5. Instrument: _____

Instrument Specialist Signature: _____ Date: _____

Please note that you may use only the instruments listed above after hours; additional instrument you would like to use after-hours must be listed on this form, if it is found that you used instruments you do not have access to in after-hours you will be charged.