

When an access request form is submitted via DocuSign and you are assigned an approver, you will receive an email notification from DocuSign with a link to review and approve the document. Please note there are two types of approvals listed below.

Step 1: Click the link from the email and login to DocuSign with your GTID credentials. Use non-alias email address (i.e. "lkrishnan6@gatech.edu" instead of "laxmi.krishnan@gatech.edu")

For CORE LAB access: Only PI signature is required for approval. Other fields are "read-only"

Please review the documents below. FINISH OTHER ACTIONS

START

Petit Biotechnology Building (IBB) – Access Request Form

1. To be filled by individual requesting access Previously completed an access form: _____
Right to know training (RTK) compliance is expected as part of granting IBB + lab access. RTK completed on: _____
Training Links: <https://www.ghs.gatech.edu/rtk> and safe handling of gases <https://www.youtube.com/watch?v=aVFOCpQUofU>
Name: _____ Position/ Title: _____ Dept. / Major: _____
GT Email: _____ GTID (Last 4 digits): _____ Lab Phone: _____
Access requested for: _____ Access needed until: _____

2. To be filled by Faculty Supervisor/ Advisor – PLEASE SELECT LAB WING/ KEY BELOW if needed; "None" for Core Lab
1. Office / Lab Wing: None 3. Office / Lab Wing: None 5. Door Key: None
2. Office / Lab Wing: None 4. Door Key: None 6. OTHERS: _____
Name: Full Name Signature: _____ Date: 8/17/2022 | 2:15 PM BST

3a. To be filled by IBB CORE Lab Managers ONLY for core access
1. Core Lab: _____ 3. Core Lab: _____
2. Core Lab: _____ 4. Core Lab: _____
Name: _____ Signature: _____ Date: _____

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For PI Research Lab Wing and Door Key requests: the "Office/ Lab Wing: or Door Key: " drop-down menu will list the Lab Wings. Select Buzz Card Access AND/ OR Door Key accordingly. An input selection in item # 1 is "required" for Research Lab access requests. Other items are optional.

If **BOTH Card and Key access ARE NEEDED**, please select once in "Office/ Lab Wing: " drop-down menu and the same item in "Door Key: " drop-down menu.

Access requested for: _____ Access needed until: _____

2. To be filled by Faculty Supervisor/ Advisor – PLEASE SELECT LAB WING/ KEY BELOW if needed; "None" for Core Lab
1. Office / Lab Wing: Office 2325 3. Office / Lab Wing: None 5. Door Key: None
2. Office / Lab Wing: None 4. Door Key: Office 2325 6. OTHERS: _____
Name: Full Name Signature: _____ Date: 8/17/2022 | 5:35 PM BST

3a. To be filled by IBB CORE Lab Managers ONLY for core access
1. Core Lab: _____ 3. Core Lab: _____
2. Core Lab: _____ 4. Core Lab: _____
Name: _____ Signature: _____ Date: _____

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Please SIGN and "FINISH" the approval form.

After approving the form in DocuSign:

Name: _____ Signature: _____ Date: _____

3b. Cross-checks and Approval by IBB Admins - ONLY for Lab Wing and Door Key requests

1. Office / Lab Wing: **None** 3. Door Key: **None**

2. Office / Lab Wing: **None** 4. Door Key: **None**

Approval: **Approved** Name: [REDACTED] Date: 8/17/2022 | 12:43 PM

A one-time deposit of \$10.00 per key with a max of \$30.00 is required prior to receiving a key(s). If the key is lost or stolen, a replacement fee must be paid to receive another key. Check or cash is accepted. Make checks payable to GEORGIA TECH. Deposit must be paid at the Front Office, and a receipt given before receiving a key.

Step 2a: Core staff will receive a notification email once supervisors approve user access requests and will SELECT core lab from drop down lists and sign the form to approve access.

The first Core Lab selection is 'required' field.

Additional lab door access can be provided as needed to reduce number of requests per user in most cases if known at the time of initial request.

In case of multiple trainings/ labs needed (as known from user interactions), additional access selection can be made (max 4 per form) and **add comments in the optional field** to denote why additional access provided OUTSIDE the lab managers area.

E.g.: User needs training and access for Cytometry, Biomechanics-MicroCT core labs with different core managers. In consultation with each other, Core staff can request cross-core lab access on the same form, but are encouraged to enter comments in the optional field for records, like: 'granted CAC access in consultation with CAC manger'.

Select an option from the list FINISH OTHER ACTIONS

START

Access requested for: _____ Access needed until: _____

2. To be filled by Faculty Supervisor/ Advisor – PLEASE SELECT LAB WING/ KEY BELOW if needed; "None" for Core Lab

1. Office / Lab Wing: _____ 3. Office / Lab Wing: _____ 5. Door Key: _____

2. Office / Lab Wing: _____ 4. Door Key: _____ 6. OTHERS: _____

Name: _____ Signature: _____ Date: _____

3a. To be filled by Core Staff – PLEASE SELECT LAB WING/ KEY BELOW if needed; "None" for Core Lab

1. Core Lab: **Required - Dropdown 09ef9259-d00d-4446-a53a-b39f14af9fb6** Core Lab: **NONE**

2. Core Lab: **NONE** Core Lab: **NONE**

Name: **IBB Managers** Signature: [SIGN] Date: 8/17/2022 | 5:15 PM BST

3b. Cross-checks and Approval by IBB Admins - ONLY for Lab Wing and Door Key requests

1. Office / Lab Wing: _____ 3. Door Key: _____

2. Office / Lab Wing: _____ 4. Door Key: _____

Approval: _____ Name: _____ Date: _____

A one-time deposit of \$10.00 per key with a max of \$30.00 is required prior to receiving a key(s). If the key is lost or stolen, a replacement fee must be paid to receive another key. Check or cash is accepted. Make checks payable to GEORGIA TECH. Deposit must be paid at the Front Office, and a receipt given before receiving a key. A refund check will be issued within 3 weeks upon the return of all keys. Keys are the property of the Petit Institute and must be returned upon request.

5. Please do not write below this line (For IBB Front Office Use ONLY)

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Please SIGN and "FINISH" the approval for action by IBB Door Access Team.

Step 2b is ONLY for Door Keys and PI Research Lab access and replaces Step 2a in a separate form.

Step 3: Users will receive a confirmation email via DocuSign once the forms are fully executed (signed by Supervisor & Core or Admin staff).

Users can also track the request on their DocuSign portal for current status of signatures.

Once the form is submitted to the IBB Front Desk, it is processed periodically in tranches and submitted to another GT office that controls access. Please allow 3 – 5 business days for this step

DocuSign: IBB_Access_Form for IBB Guest ⓘ

Envelope ID
From: IBB Guest
Last change on 7/20/2022 | 12:52:46 pm
Sent on 7/20/2022 | 12:43:54 pm

Need to Sign

SIGN **CORRECT** **MOVE** **RESEND** **MORE** ▾

Recipients

	COMPLETED	
1 ✓ IBB Guest iguest37@gatech.edu		Signed on 7/20/2022 12:52:45 pm Signed in location
	CURRENT	
2 IBB Guest iguest37@gatech.edu		Needs to Sign Sent on 7/20/2022 12:52:46 pm
	WAITING	
3 IBB Guest iguest37@gatech.edu		Needs to Sign
4 IBB Front Desk access@ibb.gatech.edu		CC Receives a Copy