

**Access to premises in Neo**

Access form for employees and affiliated/guests/students staying 90 days or longer.

To ensure proper data management by the Neo Service team, only digitally completed and EduSigned forms will be processed.

**To apply for an access card:**

*1, Fill out the form, all sections are mandatory.*

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| Applicant: |
| Name: | Write here. |
| Family name: | Write here. |
| The applicant is: |  |
| If other, specify: | Write here. |

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| Validity: |
| From:  | Click and add a date. |
| To: | Click and add a date. |[ ]  24 months |

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| Organisation: |
| Responsible department for applicant within Neo: |  |
| If other, specify: | Write here. |
| Responsible line manager (PI) **in Neo** (not requested when applying for access to the core facilities): | Write here. |

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| KI Card & access: |
| Access card number: | See the back of the card, 13 digits. |
| Reason for access: |  |
| If other, specify: | Write here. |

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| Access to: |
|[ ]  Common KI areas in Neo, floor 5, and elevators |
|[ ]  Inner barrier in Neo floors 5-8; offices, standard laboratories, recycling rooms floor 6 and 7, meeting rooms, lunchroom, dressing rooms etc |
|[ ]  Laboratory waste room (chemical/biohazardous/radioactive) 3317, 8810 Chemical storage |

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| Rooms in Neo that requires approval for access |
| **Access to** | **Room** | **User/s** | **Responsible person/Approver** |
|[ ]  Cell room 6150 | MedH-ICCA | Martin Bergö or Xiufeng Xu |
|[ ]  Cell room 6153 | MedH-ICCA | Maria Eriksson |
|  |  | MedH-GUT | Rongrong Fan or Eckardt Treuter |
|  |  | MedH-CeRM | Lina Cordeddu or Alastair Kerr |
|[ ]  Cell room 6155 | MedH-ICCA | Staffan Strömblad |
|  |  | CLINTEC | Marco Gerling |
|  |  | MedH-ICCA | Marie Jeansson |
|[ ]  Cell room 6361 | MedH-CeRM | Luca Jovine |
|[ ]  Cell room 6363 | MedH-HERM | Anne-Sofie Johansson |
|[ ]  Cell room 6552 | All | Åsa Kolterud or Tiina Skoog |
|[ ]  Cell room 6557 | MedH-GUT | Peter Swoboda, Rongrong Fan or Eckardt Treuter |
|[ ]  Cell room 6559 | MedH-CeRM | Nina Kronqvist |
|[ ]  Virus room 6560 | CLINTEC | Pauliina Damdimopoulou |
|  |  | MedH-GUT | Rongrong Fan |
|  |  | MedH-HERM | Anne-Sofie Johansson |
|  |  | MedH-CeRM | Lina Cordeddu or Alastair Kerr |
|[ ]  Cell room 7557 | MedH-CeRM | Lina Cordeddu or Alastair Kerr |
|[ ]  Cell room 7559 | CLINTEC | Karolina Kublickiene |
|  |  | MedH-ICCA | Eva Wärdell |
|  |  | NVS | Sumonto Mitra or Isabel Runneberger |
|[ ]  Cell room 7560 | MedH-CeRM | Lina Cordeddu or Alastair Kerr |
|[ ]  Cell room 7150 | MedH-HERM | Anne-Sofie Johansson |
|[ ]  Cell room 7153 | MedH-HERM | Anne-Sofie Johansson  |
|[ ]  Cell room 7155 | MedH-HERM | Anne-Sofie Johansson  |
|[ ]  Chemical storage 6039 | General | Elisabeth Raschperger |
|[ ]  Chemical storage 6634 | General | Elisabeth Raschperger |
|[ ]  Chemical storage 7039 | MedH-HERM | Anne-Sofie Johansson |
|[ ]  Chemical storage 7634 | General | Elisabeth Raschperger |
|[ ]  BEA | MedH-GUT | Fredrik Fagerström-Billai |
|[ ]  FACS room 7130A | MedH-HERM | Belinda Pannagel or Narmadha Subramanian |
|[ ]  FACS room 7130A+B | MedH-HERM | Belinda Pannagel or Narmadha Subramanian |
|[ ]  Freezer facility | MedH | Erik Lundgren |
|[ ]  LCI | MedH-ICCA | Gabriela Imreh or Sylvie Le Guyader |
|[ ]  SICOF | MedH-ICCA | Sonja Gustafsson |
|[ ]  Isotoplab 7382 | General | Elisabeth Raschperger |
|[ ]  Other room/s: | Write here. | Elisabeth Raschperger |

*2, Get the form signed, only by EduSign.*

Signatures requested by:

1. Responsible PI/line manager **in Neo**
	* When signing, the PI/line manager certifies that the person to be granted access
		+ has been informed about the access application.
		+ has completed the web-based course [Laboratory Safety Introduction](https://staff.ki.se/node/73495) (simplified version for admin personnel).
	* Signature by PI/line manager is not mandatory if applying only for core facility access.
2. Room specific responsible person/approver **in Neo**
	* If access is required to more than one room with different approvers, all approvers must sign.

*3. Submit application*

Send in the fully filled out and signed access form to Neo Service team (serviceteam-neo@ki.se). The team will inform you as soon as your card is activated.

How to fill in the form:

1. Download this document.
2. Enable editing in word for this document.
3. Fill in the form.
4. Save the file as a PDF file in Word.
5. Send the PDF-form to Edusign. (You will find that on the KI Webpage)
6. Send the documents to serviceteam-neo@ki.se

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