

**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.*

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

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

|  |  |
| --- | --- |
| 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. |

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

|  |  |
| --- | --- |
| 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 | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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](mailto: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](mailto:serviceteam-neo@ki.se)

V2025-03