

VCHRI Photo ID, Card Access and Key Request Form

NEW Photo ID Card Request for VCHRI Research Space

1. Complete the **VCHRI Photo ID, Card Access and Key Request Form** in full.
2. Go to security office located in Dr.'s Residence, 2775 Heather Street, Rm 17 to get your photo taken (Open Tuesday-Thursday). Ask them to email the photo to yourself.
3. **Forward the photo and form to your dept/Centre coordinator who will check for completeness and approve, they will then Email the completed form and jpg photo to the VCHRI Administration office (research@vch.ca) stating in the subject line "Photo ID Request – insert the person's name here".**
4. If the form is completed, signed by an authorized signatory and the picture is attached VCHRI will process your photo ID card within 2-3 days. Incomplete applications will be put on hold and processed only once all information has been received. (Due to volume, follow up on missing items is the responsibility of the end user/dept/centre.)
5. VCHRI admin will notify you by email (please make sure it is legible) when your card is ready to be picked up at our office.

Broken Photo ID Cards – Card Returned

Complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, selecting the **Broken, card returned** option. Bring the completed paperwork and broken card to the VCHRI administration office. If your card is returned there will be no fee to process your submission for a new photo ID card.

Broken Photo ID Cards – Card NOT Returned

A fee of \$20.00 must be paid before a replacement card will be issued. Payment is to be made at the VGH cashier's office in the Blackmore (Centennial) Pavilion (receipt will be issued). Then complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, selecting the **Broken, card not returned** option. Email the completed form along with a copy of your paid receipt to the VCHRI Administration office, stating "Photo ID Request" in the subject line to research@vch.ca

Lost Photo ID Cards

URGENT: Please contact the VCHRI administration office immediately at research@vch.ca or 604-875-4372 to deactivate your lost card. A fee of \$20.00 must be paid before a lost card will be replaced. Payment is to be made at the VGH cashier's office in Blackmore (Centennial) Pavilion (receipt will be issued). Then complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, selecting the **Lost Photo ID Card** option. Email the completed form along with a copy of your paid receipt to the VCHRI Administration office, stating "Photo ID Request" in the subject line to research@vch.ca

Stolen Photo ID Cards

URGENT: Please contact the VCHRI administration office immediately at research@vch.ca or 604-875-4372 to deactivate your lost card. There is no charge for replacing stolen photo ID cards **if you are able to provide a police file number.**

Adding Access to Existing Photo ID Card

Complete this form, selecting **Adding Access to Existing Photo ID**, photocopy of the front and back of your photo ID card and submit to VCHRI (research@vch.ca)

Removing Specific Access to an Active Photo ID Card

Your supervisor must contact VCHRI to remove specific access to your card, ie room with special access / training that has expired, etc.

Key Access to VCHRI Research Space

If you have already obtained your photo ID card and are requesting keys only, complete our form and indicate the room numbers and building you require access to (located near the bottom just above the signature line), including a photocopy of the front and back of your photo ID card, and submit to VCHRI (research@vch.ca)

Process When Leaving Organization (resignation, appointment ending, etc)

Your photo ID card and keys are property of VCH and **MUST** be returned to your supervisor prior to your departure. Your supervisor **MUST** return the card and keys to VCHRI to ensure all access is removed. Cards not returned will incur a \$20.00 fee charged to your department.

Medical Animal Facility (MAF) Access to Your Card

A separate form is required for access to the JBRC Medical Animal Facility (MAF). Please contact Stephanie Smith (stephanie.smith5@vch.ca) or Kate Orchard (kate.orchard@vch.ca). For PDC please contact Julian Kaye (aru.info@ubc.ca)

Access to Non-VCHRI Research Space

VCHRI does not process for non-research space (ie, Gordon & Leslie Diamond Health Care Centre). Contact your department supervisor if access is required.

If you have any questions pertaining to this form please contact VCHRI at research@vch.ca.

DISCLAIMER: Please be advised all individuals provided with VCHRI access will be added to the following e-distribution lists where applicable: VCHRI building list, VCHRI newsletters, VCHRI trainee list.

VCHRI Photo ID, Card Access & Key Request Form

Date: _____ **Photo ID Badge #:** _____

Select one of the following:

- NEW Photo ID Card Ordering Keys Adding Access to Existing Photo ID
 Removing Specific Access Lost Card Stolen – Police file #: _____
 Broken, card returned Broken, card not returned Preclinical Discovery Centre (PDC)

Legal Last Name (as per Gov't ID)		Legal First Name (as per Gov't ID)	Preferred First Name on photo ID
Work Telephone Number		Work E-mail (mandatory):	
Start Date		End Date	
Which Principle Investigator's (PI) Lab do you work for		Lab Name and Room Number	
Primary Location of Lab (e.g. JBRC, RHNH, RP, Blusson)		Research Job Title (ie. What position do you hold?)	
Category (please select one) VCH Employee <input type="checkbox"/> Doctor (medical) <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor	External Organization, ie, UBC, SFU, UVic, etc <input type="checkbox"/> Doctor (medical) <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor	Are you a UBC Faculty member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, select from the following: <input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Other: _____	
Are you a Trainee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must complete the following section:		Note: A Trainee is • a current student (Masters, PhD, postdoctoral fellow); and • Is supervised by a VCHRI researcher/ affiliate researcher at a VCH site	
Degree Sought		Anticipated Final Year	
Supervisor's Name		Supervisor's Email	

IF KEYS ARE REQUIRED, list "key code" (if known) or room numbers required:

Keys for Jack Bell Research Centre (JBRC):	Keys for Research Pavilion (RP):
Keys for Robert H.N. Ho Research Centre (RHNH):	

Center or Dept. Approval: (print name and sign)	VCHRI Authorized Signatory: (for VCHRI office use only)
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VCHRI Research Buildings Card Access Request

BLUSSON SPINAL CORD CENTRE

- ICORD – contact Katie Ashwell or Nadia requires separate form
- Digital Emergency Medicine – Lisa Jones or Michael Lim
- PRAXIS – Amy Liu
- VCHRI IT Server room G1125 _____
Karen Donaldson

GF Strong Rehab Centre (GFS)

- GF Strong Front Door – Dr. Janice Eng

JACK BELL RESEARCH CENTRE (JBRC)

- Chemical Waste Storage _____
Susan Moore or Karen Donaldson
- Door 031 – Lentivirus Lab _____
Expiry date: _____ Mitali Pandey
- Door 191-2 – Loading dock to JBRC
- Door 316 – Prostate Lab Supplies _____
Susan Moore
- Door 417 – Pathology Equip Rm _____
Christine Chow or Kuldeep Randhawa
- Door 512 – Lentivirus Lab _____
Expiry date: _____ Mitali Pandey
- Perimeter – AP Molecular Diagnostics – Office – Christine
- Perimeter – AP Molecular Diagnostics – Staff – Christine
- Perimeter – GPEC – Kuldeep Randhawa
- Perimeter – IIRC – Payman Hojabrpour
- Perimeter - MAF – Stephanie Smith
- Perimeter - MAF Externals – Stephanie Smith
- Perimeter – OvCare – Kuldeep Randhawa
- Perimeter – Prostate – Wendy Cao
- Perimeter – Prostate – 5th floor only – Wendy Cao
- 4th Floor – Ovcare/Huntsman Lab – Kuldeep Randhawa

RESEARCH PAVILION (RP)

- Door 292-1 – Dev Hub / Hatch Lab - Karen Donaldson
- Perimeter – CHES – Michelle Huebert
- Perimeter – OvCare – Kuldeep Randhawa
- Perimeter – VCH Quality – Kana Sato
- Door 500 – Dev Hub / Hatch Lab – Karen Donaldson
- Door 560 – Dev Hub / Hatch Lab – Karen Donaldson
- Door 668 – Dev Hub / Hatch Lab – Maker Space (KD)
- Door 300 – Shared Lab / Fume Hood Space (KD)
- Front, interior, mail room, loading dock & tunnel entrance

ROBERT H.N. HO RESEARCH CENTRE (RHNH) VCH RESEARCH INSTITUTE (VCHRI)

- VGH JBRC RHNHo - VCH Research Institute Administration

ROBERT H.N. HO RESEARCH CENTRE (RHNH) CENTRE FOR HIP HEALTH & MOBILITY (AMANDA MAIN)

- IDLD – RHMH CHHM – All doors
- IDEL – Perimeter (lobby), elevators & stairs 4-7
- IDX – RHNH CHHM – Common Access
- IDLDA – RHNH CHHM – All labs sub-master
- IDLDAA – RHNH CHHM – All equipment rooms
 - ID481 - microCT
 - ID576 - Biodex
 - ID577 - XtremeCT
 - ID580 - DXA
 - ID582 - pQCT
- IDLDA1 – RHNH CHHM – All exam rooms
 - ID567 – Exam room
 - ID583 – Exam room
 - ID592 – Exam room
- IDLDA6 – RHNH CHHM – All Interview Consult rooms
 - ID568 – Interview Consult
 - ID569 – Interview Consult
 - ID584 – Interview Consult
- IDXLDA4 – RHNH CHHM – CTMU & Bioeng
- IDLDA2 – RHNH CHHM – Exercise Suite
- ID473 – RHNH CHHM – File Storage (473-1 & 473-2)
- IDLDA3 – RHNH CHHM SME / Bone Health
- ID595 – RHNH CHHM - Workstation
- ID573 – RHMN CHHM - Workstation
- ID4 – RHNH CHHM – Front door, elevator & stairs to 4th floor
- ID5 – RHNH CHHM – Front door, elevator & stairs to 5th floor
- ID6 – RHNH CHHM – Front door, elevator & stairs to 6th floor
- ID7 – RHNH CHHM – Front door, elevator & stairs to 7th floor

ROBERT H.N. HO RESEARCH CENTRE (RHNH) VANCOUVER PROSTATE CENTRE (WENDY CAO)

- 1st floor
- Affiliated Access to 2nd floor
- All staff
- 6th floor access
- Imaging Microscopy 199 & 10th Ave _____
Michael Cox
- Perimeter Only
- Tissue Bank 195 _____
Antonio Hurtado-Coll

ROBERT H. NO HO RESEARCH CENTRE (RHNH) GPEC/OVCARE – KULDEEP RANDHAWA

- OvCare Grouping – Kuldeep Randhawa

Robert H. No Ho Research Centre (RHNH) LEGACY- PHALGUN JOSHI

- Legacy – 6th floor – Phalgun Joshi

VCHRI OFFICE USE ONLY:	Date Completed	Initial		Date Completed	Initial
<input type="checkbox"/> Photo Received			<input type="checkbox"/> VCHRI access database		
<input type="checkbox"/> Lenel card access granted			<input type="checkbox"/> VCHRI react database		
<input type="checkbox"/> Keys ordered			<input type="checkbox"/> VCHRI Trainee database		
<input type="checkbox"/> Outlook e-mail building lists			<input type="checkbox"/> Excel spreadsheet		