

COLLEGE OF CHEMISTRY – BUILDING MANAGEMENT PROCESS FOR KEYS AND ACCESS

College of Chemistry keys are property of the State of California and must be returned on or before the last day of your appointment with the College. Duplicating keys is not authorized and subject to California State Penal Code 469.

1. Student / Postdoc / Staff / Affiliate joins a **research group**.
2. Student / Postdoc / Staff / Affiliate obtains a **Cal 1 Card**.
3. Student / Postdoc / Staff / Affiliate completes the **EHS 101 “UC Fundamentals of Laboratory Safety” training** through the UC Learning Center and uploads the training certificate to their online profile prior to applying for keys.
4. Student / Postdoc / Staff / Affiliate **applies for keys** at <https://chemnet.berkeley.edu/>. (CalNet login required.)
5. Once the Student / Postdoc / Staff / Affiliate completes the key application, the FSA or PI receives an email notification and **approves or denies** by clicking on the emailed link.
6. Once approved, the Student / Postdoc / Staff / Affiliate receives an automatically-generated **approval notification by email**.
7. Student / Postdoc / Staff / Affiliate emails chem_request@berkeley.edu to **schedule an appointment** to pick up keys.
8. CoC Building Management **schedules an appointment** with the Student / Postdoc / Staff / Affiliate for a date and time to issue keys.
9. **At the time of key pick up**, the Student / Postdoc / Staff / Affiliate will have their Cal 1 Card so that CoC Building Management can verify the identity of the Student / Postdoc / Staff / Affiliate and program building access. Student / Postdoc / Staff / Affiliate shall be responsible for the refundable key deposit, which is \$30 per key at time of pick up. Personal checks and money orders are accepted. Cash, credit cards, and debit cards are not accepted.
10. CoC Building Management grants **cylinder and dry ice access** after the Student / Postdoc / Staff / Affiliate receives an automatically-generated email approval notification as described in #6.
11. For **NMR access**, Student / Postdoc / Staff / Affiliate emails the CoC NMR Facility at nmr_lab@lists.berkeley.edu to schedule and complete training before NMR access is granted.
12. For **storeroom access**, Student / Postdoc / Staff / Affiliate emails the CoC Storeroom in 791 Tan at chem_storeroom@berkeley.edu to schedule and complete training.
13. For **Catalysis Facility access**, Student / Postdoc / Staff / Affiliate contacts the Catalysis Facility in 20 Lewis by emailing Cooper Citek at citek@lbl.gov to schedule and complete training.

14. For **CheXray access**, Student / Postdoc / Staff / Affiliate takes the steps to become a user of the CoC CheXray Facility in B34 Hildebrand.
15. Regarding **lost or stolen keys**, immediately report the incident to CoC Building Management via email at chem_request@berkeley.edu or in-person at 119 Gilman.
16. **To return keys** on or before the last day of your appointment with the College, Student / Postdoc / Staff / Affiliate gives the keys to CoC Building Management located in 119 Gilman during business hours, Monday through Friday from 9:00 am – 5:00 pm.