



### CTRC ACCESS REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organization / PI: \_\_\_\_\_ Department: \_\_\_\_\_  
 Position: \_\_\_\_\_ CTRC Telephone: \_\_\_\_\_  
 CTRC Address: \_\_\_\_\_ Other Telephone: \_\_\_\_\_  
 \_\_\_\_\_ UB Person #: \_\_\_\_\_  
 \_\_\_\_\_ Kaleida access card pass # (if any): \_\_\_\_\_

Email: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Reason for access: \_\_\_\_\_

**REQUESTED ACCESS AREA(S):**

- Seminar Rooms**
- Office Areas - Includes seminar rooms**
- General Office/Labs – Includes seminar rooms and office areas**
- Custodial**
- Facilities**
- Specialized Area – Attach Specialized Area Access form with required signature(s)**

**DEPARTMENT APPROVAL:** Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**CTRC ADMINISTRATIVE APPROVAL:**

CTRC Building Manager or Designee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Completed form(s) should be emailed to [CTRCadmin@buffalo.edu](mailto:CTRCadmin@buffalo.edu) or delivered to:

CTRC Building Manager  
5090F CTRC  
875 Ellicott Street  
Buffalo, NY 14204

**Pass Issued Date:** \_\_\_\_\_ **By:** \_\_\_\_\_



**Filling out the form:**

Organization/PI: University, company, organization and/or Principal Investigator  
Department: Enter the UB or Kaleida department the individual will be associated with  
Position: Job title or status (e.g. student, medical resident, etc.)  
CTRC address: List the address to which packages and mail should be delivered  
Reason for access: Provide description of why you need access to the CTRC (e.g. attend meetings, work in X's laboratory, meet with faculty, work on facilities, etc.)  
Requested area: Choose **one** level of access. Levels are listed in ascending order with most limited access listed first.

**CTRC Department Heads and Managers:**

- Please be aware that certain areas require specialized safety training before access can be granted.
- If personnel are on temporary assignment please provide a date when access should be terminated. Access cards must be collected and returned to the CTRC building manager.
- Please approve access to only those areas needed.
- Access to specialized areas must be approved by those entities as well as CTRC administration.

**Access Zone Descriptions:** In addition to the access areas granted, all persons issued a badge will have at a minimum, access to all standard entry doors to the BGMC/GVI campus and GVI elevators.

**Seminar rooms:** Access to atrium and all elevator lobbies where conference rooms are located. For persons who only come to the CTRC for meetings.

**Office Areas:** Includes Seminar access and also hallway and access to office areas. For persons who attend meetings in seminar rooms and with persons residing in the building.

**General office/Lab:** Includes Seminar and Office Areas, in addition to access to all laboratories, with the exception of those that require additional training (e.g.) LAF, Radioisotope, Imagers, etc.). For all persons performing laboratory work at the CTRC.

**Custodial:** Reserved for UB custodial staff

**Facilities:** Generally reserved for facility and security personnel who may need access to all areas in the event of an emergency