Access to NEO

Access to NEO is given for working in Neo facilities, cooperation between departments and using equipment, as well as passage through NEO on floor 7. The access is for common facilities in NEO and is subject to periodic renewal for periods longer than 12 months from the date of activation. Signed form is submitted to the Neo service team ([**serviceteam-neo@ki.se**](mailto:serviceteam-neo@ki.se)), possibly via a department administrator (NVS, MedH).

First name: ................................. Surname: ...................................................................

Card number: .............................................................................. 4-digit PIN: ..............

Applicant contact (phone / email): ..................................................................................

Connection to Neo (department / facility / equipment): .................................................

Contact information line manager (PI): ...........................................................................

The applicant needs access to the following:

☐ Neo general building access, including general lab and office areas.

☐ Neo lab access; freezer hotel, lab chemicals (8810), lab waste (3314).

☐ hazardous and chemical waste room (3315).

chemical storage room (which one(s): 6039, 6634, 7039, 7634, 8039, 8634).

cell culture node(s) (which one(s): 6152, 6556, 7152, 7556, 8152, 8556).

☐ other facility or similar (LCI, FACS), see page 2.

☐ other in Neo, specify: .........................................................................................

All accesses except general Neo access requires a certificate, see page 2.

For explanations and signatures for special access, see page 2.

|  |  |
| --- | --- |
| Line manager:  Sign.: ......................................................  Name: ...................................................... | Applicant \*:  Sign.: ......................................................  Name: ...................................................... |
| Access approved on \_\_\_\_\_\_\_\_\_\_ *(YYYY-MM-DD)*  Sign.: ......................................................  Name: ...................................................... | * For dept etc placed in Neo the department head or head of administration must approve. * For applicants that are NOT primarily placed in Neo the core facility manager or PI responsible for the equipment must approve. |

\* Applicant is aware that the information will be handled in order to administer access.

H1: Eric Westman Dorota Religa  
 H2: Janne Johansson Thomas Tinglöv  
 H7: Eva Hellström Lindberg Petter Höglund

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|  |  |
| --- | --- |
| All access to laboratories or other facilities with equivalent risk require a completed course in laboratory safety, this includes the following types of access in Neo: | \* Neo lab access \* hazardous and chemical waste \* cell culture nodes \* labs for radioactive work |
| In the KI staff portal, choose digital tools: canvas, then enroll in: **KI's Laboratory safety introduction**  Upon completion, send the PDF-certificate to: [serviceteam-neo@ki.se](mailto:serviceteam-neo@ki.se) or [Hakan.Ottosson@ki.se](mailto:Hakan.Ottosson@ki.se) | |

**Explanations and signatures for special access**:

Cell culture nodes

6152: approved introduction is required by ONE of the following:

Xiufeng Xu (MBE), Mukesh Varshney (JGU), Ivan Nalvarte (JGU)

Sign.: ........................................................................................................

Name: ........................................................................................................

6556: does not currently require an introduction; access is granted by request.

7152: approved introduction is required by Vanessa Lundin:

Sign.: ........................................................................................................

Name: ........................................................................................................

7556: does not currently require an introduction; access is granted by request.

8152: approved introduction is required by ONE of the following:

Jose Inzunza, Anne-Sofie Johansson, Teresa Mortera Blanco, Sumonto Mitra

Sign.: ........................................................................................................

Name: ........................................................................................................

8556: approved introduction is required by ONE of the following:  
 Birgitta Lindqvist (BioNut), Julian Walfridsson (HERM), Awahan Reheman

Sign.: ........................................................................................................

Name: ........................................................................................................

Other facility or equivalent

FACS facility ( ☐ 7130A ☐ 7130A+B ): **includes access to Neo**.

Sign.: ........................................................................................................

Name: Belinda Pannagel / Narmadha Subramanian

LCI (Live Cell Imaging): **includes access to Neo**.

Sign.: ........................................................................................................

Name: Gabriela Imreh / Sylvie Le Guyader

Other (specify): ...............................................................................................

Sign.: ........................................................................................................

Name: ........................................................................................................

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