

## Adult Family Member Access to OIST

OIST operates a Family Member to allow access to non-wet lab/experimental spaces in the laboratory buildings, in addition to designated public areas of OIST, for the requested purpose, such as to attend language class and other activities for family members. Adult family members are to register for and receive photo ID cards that will allow them access to limited areas of the laboratory buildings.

Access to laboratory buildings is a privilege. Adult family members applying for access cards are expected to follow all rules and regulations regarding their conduct in the laboratory buildings. Failure to do so will result in cancellation of access.

If building use should change OIST reserves the right to terminate the Adult Family Member Access Program.

Application process:

1. Application for an Adult Family Member Access card must be made by the OIST staff member/graduate student on behalf of the adult family member (e.g., spouse/partner) who wishes to have access to OIST buildings.
2. The application must be accompanied by a justification for why access to the OIST laboratory buildings is being requested.
3. The application must be accompanied by a signed declaration by the OIST staff member/graduate student and the adult family member indicating they have read and understood the rules regarding Adult Family Member Access to OIST buildings.
4. The completed application must be signed by both the OIST staff member and the adult family member.
5. The Resource Center will receive and process Adult Family Member Access card applications.
6. As part of the application process the adult family member will take their photograph in the OIST photo booth outside HR, this photograph will be used on the access card.
7. The access card will be made available once the adult family member has completed safety training as specified by the Provost. Safety training for adult family members will be provided on the web.

Adult Family access regulations

1. Access/ID cards must be displayed at all times while in the laboratory buildings. Those failing to do so will be asked to leave the laboratory building.

2. Adult Family members with access cards MUST NOT enter wet labs, other experimental spaces, experimental corridors or any other restricted areas shown in the zoning map. Accessible /restricted areas will be shown in the zoning map, as amended from time to time.
3. Adult family members MUST NOT cross through wet lab, experimental, workshop areas or research corridors to reach other areas in the laboratory buildings.
4. Children accompanying adult family members with laboratory access MUST remain within reach of the adult family member at all times. The adult family member is responsible for ensuring children do not interfere in any way with the laboratory users, equipment or the conduct of business.
5. Unaccompanied children are NOT permitted in the laboratory buildings or public areas of OIST.
6. Lending or sharing an Adult Family Member Access card is strictly FORBIDDEN.
7. Family members of temporary staff are not eligible for Adult Family Member Access cards.
8. Failure to follow the above rules will result in suspension of access privileges, either temporarily or permanently depending on the severity of the rule breach.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Application for reissuing Adult Family Member Access Card  
(To be submitted to the OIST Resource Center)**

I have filled out and submitted the lost family member access card report form.

**APPLICANT (Please print clearly)**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: Mobile: \_\_\_\_\_ other phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Reason for requesting an access card:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long do you anticipate needing an access? \_\_\_\_\_

**Declaration:**

I have read and understood the Adult Family Member Access to OIST regulations.

I understand which areas of the laboratory buildings I am permitted to enter.

I understand that access to OIST laboratory buildings is a privilege and that my access will be revoked if I do not follow the regulations regarding those areas of the laboratory buildings I may enter.

I understand that if I am accompanied by children they must remain within reach at all times. I understand that failure to adequately supervise children in the laboratory buildings will result in my access being cancelled.

I understand that I must display my photo access card at all times when I am in the laboratory buildings.

I understand that lending or sharing an Adult Family Member Access card is forbidden and will result in immediate forfeiture of the access card.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**SPONSORING FAMILY MEMBER (Please print clearly)**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

OIST employee ID/Student ID:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: cell: \_\_\_\_\_ other phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

**Declaration:**

I have read and understood the **Family Member Access regulations**.

I understand that I am responsible for the conduct of the family member whom I am sponsoring for a Family Member Access Card, when they enter the OIST laboratory buildings.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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For Office Use Only:

Family Member Unique ID Number .....

Task:

Owner:

Application Approved

VPUCS

Application Declined

VPUCS

Applicant photograph uploaded

Applicant

Copy of approval sent to Buildings and Facility Management Division

Resource Center

Copy of approval sent to Provost and OIST Safety Officer

Resource Center

Applicant advised of outcome

Resource Center

Notification that card has been issued to applicant

Buildings & Facility Management