Welcome to the Hatfield Marine Science Center. Please complete steps 1-4 in order on this form to receive keys, building and network access, and work space in an OSU building. The map on the back should help you navigate. If you will be on OSU’s Payroll, please see our HR Consultant, Kathleen Kellay, in the Business Office prior to moving forward with the rest of this checklist.

Name: ___________________________ HMSC Start Date: ________ End Date: ________
Program/Lab: ___________________________ Position: ___________________________
☐ Student  ☐ Employee  ☐ Visitor  ☐ Other: ___________________________

1. Have your supervisor check box’s next to the required keys, access, equipment or space needed and sign the request.

☐ Office- building ______ and room number ________  ☐ After-hours access to OSU building
☐ Lab-building ______ and room number ________  ☐ Access to NAL, RSF, BFB (already confirmed with Rick Brown)
☐ Student/ Postdoc desk space  ☐ Desk phone
☐ Other: ___________________________

I, the supervisor, approve this request. By signing this form, I am responsible for the above person’s conduct while working at HMSC. I am also responsible for returning all checkout keys by this individual to the Directors Office on their end date.

Name_________________________ Signature_________________________ Date______________

2. Obtain the proper signatures for after-hours access (if applicable).

Library- Mary Markland (Office: Library) ___________________________ Date ___________
NOAA buildings- Rick Brown (Office: Barry Fisher Bldg) ___________________________ Date ___________

3. Go to Cinamon Moffett to approve space use, fill out your personal profile and get keys. Stop by or make an appointment; office- Modular #5, moffettc@oregonstate.edu, 541-867-0126. See map on back. Please bring personal and emergency contact information.

☐ Personal profile complete http://hmsc.oregonstate.edu/facilities/hmsc-sign
☐ Space use approved Student/ Postdoc desk space: Building_______ Desk _________
☐ Safety Review
☐ Photo
☐ Key Card
☐ Hard Key
Key#/ location ___________________________ ☐ Out ___________________________ ☐ Returned
Key#/ location ___________________________ ☐ Out ___________________________ ☐ Returned

Cinamon Moffett____________________ Date______________

4. Go to Tami O’Connor to check-out keys and get a mail box. Stop by or make an appointment; office- OSU building East Wing #165A, tami.oconnor@oregonstate.edu, 541-867-0203. Tami will collect your form so she should be the last stop.

☐ Mail Box ☐ Bin- NOAA, ☐ NOAA/PMEL, ☐ MMI, ☐ Library ☐ Other: ___________________________
Tami O’Connor____________________ Date______________

HMSC Director’s Office 20181218
Please help us keep this campus safe for you and your fellow students, staff and faculty.

- Use your access privileges responsibly.
- Don’t share your keys/keycards or allow others to follow when accessing a space. HMSC tracks access and you are responsible for what happens in spaces accessed by your card.
- Return your keys when you leave. Controlling keys helps keep us all safe.