Vancouver CoastalHealth
Research Institute

VCHRI Administration Office
6 F / 2635 Laurel Street
Vancouver, BC V5Z 1M9
Tel: 604-875-4372 E-mail: research@vch.ca

VCHRI Photo ID, Card Access and Key Request Form

NEW Photo ID Card Request for VCHRI Research Space
1. Complete the **VCHRI Photo ID, Card Access and Key Request Form** in full.
2. Please ask your space supervisor for photo guidelines. Photos which don't meet the requirements will not be accepted.
3. *Forward the photo and form to your dept/Centre coordinator who will check for completeness and approve, they will then Email the completed form and jpg photo to the VCHRI Administration office (research@vch.ca) stating in the subject line "Photo ID Request – insert the person's name here". Forms received directly from staff/students will not be processed.*
4. If the form is completed, signed by an authorized signatory and the picture is attached VCHRI will process your photo ID card. Incomplete applications will be put on hold and processed only once all information has been received. (Due to volume, follow up on missing items is the responsibility of the end user/dept/centre.)
5. VCHRI admin will notify you by email (please make sure it is legible) when your card is ready to be picked up at our office.

Broken Photo ID Cards – Card Returned
Complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, signed by an authorized signatory, selecting the **Broken, card returned** option. Bring the completed paperwork and broken card to the VCHRI administration office. If your card is returned there will be no fee to process your submission for a new photo ID card.

Broken Photo ID Cards – Card NOT Returned
A fee of $20.00 must be paid before a replacement card will be issued. Payment can be made at the VGH cashier's office in the Blackmore Pavilion (receipt will be issued) or payment via credit card at 604-930-5442 (reference number will be given to you). Then complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, signed by an authorized signatory, selecting the **Broken, card not returned** option. Email the completed form along with a copy of your paid receipt to the VCHRI Administration office, stating "Photo ID Request" in the subject line to research@vch.ca

Lost Photo ID Cards
URGENT: Please contact the VCHRI administration office immediately at research@vch.ca or 604-875-4372 to deactivate your lost card. A fee of $20.00 must be paid before a lost card will be replaced. Please follow the payment instructions for "Broken Photo ID – Card NOT Returned" above. Then complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, signed by an authorized signatory, selecting the **Lost Photo ID Card** option. Email the completed form along with a copy of your paid receipt or credit card reference number to the VCHRI Administration office, stating "Photo ID Request" in the subject line to research@vch.ca

Stolen Photo ID Cards
URGENT: Please contact the VCHRI administration office immediately at research@vch.ca or 604-875-4372 to deactivate your lost card. There is no charge for replacing stolen photo ID cards **if you are able to provide a police file number.**

Adding Access to Existing Photo ID Card
Complete this form, have it signed by an authorized signatory, select **Adding Access to Existing Photo ID**, photocopy of the front and back of your photo ID card and submit to VCHRI (research@vch.ca)

Removing Specific Access to an Active Photo ID Card
Your supervisor must contact VCHRI to remove specific access from your card, ie room with special access / training that has expired, etc.

Key Access to VCHRI Research Space
If you have already obtained your photo ID card and are requesting keys only, complete our form, have it signed by an authorized signatory and indicate the room numbers and building you require access to (located near the bottom just above the signature line), including a photocopy of the front and back of your photo ID card, and submit to VCHRI (research@vch.ca)

Process When Leaving Organization (resignation, appointment ending, etc)
Your photo ID card and keys are the property of VCH and **MUST** be returned to your supervisor prior to your departure. Your supervisor **MUST** return the card and keys to VCHRI to ensure all access is removed. Cards not returned will incur a $20.00 fee charged to your department.
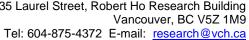
Medical Animal Facility (MAF) Access to Your Card
A separate form is required for access to the JBRC Medical Animal Facility (MAF). Please contact Stephanie Smith (stephanie.smith5@vch.ca) or Kate Orchard (kate.orchard@vch.ca). For PDC please contact Peter Cheng / Victor Chan (pdc.info@ubc.ca).

Access to Non-VCHRI Research Space
VCHRI does not process access for non-research space (ie, Gordon & Leslie Diamond Health Care Centre). Contact your department supervisor if access is required.

If you have any questions pertaining to this form please contact VCHRI at research@vch.ca.

DISCLAIMER: Please be advised all individuals provided with VCHRI access will be added to the following e-distribution lists where applicable: VCHRI building list, VCHRI newsletters, VCHRI trainee list.

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VCHRI Photo ID, Card Access & Key Request Form

Date: _____   **Photo ID Badge #:** _____

Select one of the following:

☐ NEW Photo ID Card   ☐ Ordering Keys   ☐ Adding Access to Existing Photo ID

☐ Removing Specific Access   ☐ Lost Card   ☐ Stolen – Police file #: _____

☐ Broken, card returned   ☐ Broken, card not returned

Legal Last Name (as per Gov't ID)	Legal First Name (as per Gov't ID)	Preferred First Name on photo ID
Work Telephone Number	Work E-mail (mandatory):	
Start Date	End Date	
Which Principle Investigator's (PI) Lab do you work for	Lab Name and Room Number	
Primary Location of Lab (e.g, JBRC, RHNH, RP, Blusson)	Research Job Title (ie. What position do you hold?)	

Category (please select one) **VCH Employee** ☐ Doctor (medical) ☐ Staff ☐ Student ☐ Volunteer ☐ Contractor	**External Oranization, ie, UBC, SFU, UVic, etc** ☐ Doctor (medical) ☐ Staff ☐ Student ☐ Volunteer ☐ Contractor	Are you a UBC Faculty member? ☐ Yes ☐ No If yes, select from the following: ☐ Professor ☐ Assistant Professor ☐ Associate Professor ☐ Other: _____
Are you a Trainee? ☐ Yes ☐ No If yes, you must complete the following section:		Note: A Trainee is • a current student (Masters, PhD, postdoctoral fellow); and • Is supervised by a VCHRI researcher/ affiliate researcher at a VCH site
Degree Sought		Anticipated Final Year
Supervisor's Name		Supervisor's Email

IF KEYS ARE REQUIRED, list "key code" (if known) or room numbers required:

Keys for Jack Bell Research Centre (JBRC):	Keys for Research Pavilion (RP):
Keys for Robert H.N. Ho Research Centre (RHNH):	

Center or Dept. Approval: (print name and sign)	VCHRI Authorized Signatory: (for VCHRI office use only)

BLUSSON SPINAL CORD CENTRE
☐ AI Hub
☐ ICORD – *contact Katie or Zack – requires separate form*
☐ Digital Emergency Medicine – *Lisa Jones or Michael Lim*
☐ SPINE – *Allan Aludino*
☐ Praxis – *Allan Aludino AND Karen Donaldson*
☐ VCHRI IT Server Room G1125 – *Karen Donaldson*

CENTRE FOR BRAIN HEALTH
☐ DMCBH – *Melanie Bertrand*

EYE CARE CENTRE – *Arlene Vanderhoeven*
☐ Opthalmology Labs – North
☐ Opthalmology Labs – South
☐ Clinical Trials
☐ Research Students & Volunteers

GF STRONG REHAB CENTRE (GFS)
☐ GF Strong Front Door – *Dr. Janice Eng*

JACK BELL RESEARCH CENTRE (JBRC)
☐ Chemical Waste Storage – *Susan Moore or Karen Donaldson*
☐ Door 031 – Lentivirus Lab – *Susan Moore* Expiry Date _____
☐ Door 191-2 – Loading dock to JBRC
☐ Door 310 – OvCaRe Student Room – *Kuldeep Randawa*
☐ Door 316 – Therapeutics Lab – *Susan Moore*
☐ Door 405 – IIRC Student Room – *Dilraj Kaur Longowal*
☐ Door 417 – Pathology Equip Rm – *C. Chow / K. Randawa*
☐ Door 512 – Virus Lab – *Susan Moore* Expiry Date _____
☐ Perimeter – AP Molecular Diagnostics - Office– *C. Chow*
☐ Perimeter – AP Molecular Diagnostics - Staff– *C. Chow*
☐ Perimeter – GPEC – *Kuldeep Randawa*
☐ Perimeter – IIRC – *Dilraj Kaur Longowal*
☐ Perimeter – MAF – *Stephanie Smith or Kate Orchard*
☐ Perimeter – MAF Externals – *Stephanie Smith or Kate Orchard*
☐ Perimeter – OvCaRe – *Kuldeep Randawa*
☐ Perimeter – Prostate – *Wendy Cao*
☐ Prostate – 4th Floor Stairwell & Elevator – *Wendy Cao*
☐ Prostate – 5th Floor & Front Entrance – *Wendy Cao*
☐ 4th Floor – OvCaRe/Huntsman Lab – *Kuldeep Randawa*

PRECLINICAL DISCOVERY CENTRE (PDC)
☐ MAF – *Peter Cheng or Victor Chan*

RESEARCH PAVILION (RP) – keys for CHHM see Key Tree
☐ Door 292-1 – COIL – *Myeong Jin Ju*
☐ Door 500 – Biomedical Innovation Hub – *Karen Donaldson*
☐ Door 560 – Biomedical Innovation Hub – *Karen Donaldson*
☐ Door 668 – Biomedical Innovation Hub – Workshop *(KD)*
☐ Door 300 – Shared Lab / Fume Hood Space *(KD)*
☐ Front, interior, mail room, loading dock & tunnel entrance

ROBERT HO (RHNH) / VCH RESEARCH INSTITUTE
☐ VGH JBRC RHNHo – VCHRI Admin – *Karen Donaldson*

ROBERT H.N. HO RESEARCH CENTRE (RHNH)
AGING SMART – *Amanda Main*
☐ IDLD – RHMH CHHM – All Doors
☐ IDEL – Perimeter (lobby), elevators & stairs 4-7
☐ IDX – RHNH CHHM – Common Access
☐ IDLDA – RHNH CHHM – All labs sub master
☐ IDLDAA – RHNH CHHM – All equipment rooms
☐ ID481 – microCT
☐ ID576 – Biodex
☐ ID577 – XtremeCT
☐ ID580 – DXA
☐ ID582 – pQCT
☐ IDLDA1 – RHNH CHHM – All exam rooms
☐ ID567 – Exam room
☐ ID583 – Exam room
☐ ID592 – Exam room
☐ IDLDA6 – RHNH CHHM – All Interview Consult rooms
☐ ID568 – Interview consult
☐ ID569 – Interview consult
☐ ID584 – Interview consult
☐ IDXLDA4 – RHNH CHHM – CTMU & Bioeng
☐ IDLDA2 – RHNH CHHM – Exercise Suite
☐ ID473 – RHNH CHHM – File Storage (473-1 & 473-2)
☐ IDLDA3 – RHNH CHHM SME / Bone Health
☐ ID573 – RHNH CHHM – Work Station
☐ ID595 – RHNH CHHM – Work Station
☐ ID4 – RHNH CHHM – Front door, elevator & stairs to 4th floor
☐ ID5 – RHNH CHHM – Front door, elevator & stairs to 5th floor
☐ ID6 – RHNH CHHM – Front door, elevator & stairs to 6th floor
☐ ID7 – RHNH CHHM – Front door, elevator & stairs to 7th floor
BLACKMORE PAVILION
☐ LJBP-G.53 – MRI Entrance
☐ LJBP-G.MRI

VANCOUVER PROSTATE CENTRE – *Wendy Cao*
☐ 1st floor
☐ Affiliated Access to 2nd floor
☐ All staff
☐ 6th floor access
☐ Imaging Microscopy 199 & 10th Avenue – *Susan Moore*
☐ Perimeter Only
☐ Tissue Bank 195 – *Susan Moore*

GPEC/OvCARE – *Kuldeep Randhawa*
☐ OvCare Grouping

LEGACY – *Phalgun Joshi*
☐ Legacy 6th Floor
☐ Legacy – 7th Floor – *Phalgun Joshi*