

**PACIFIC NORTHWEST
CRYO-EM CENTER**

Mail code CL-P2M
2730 S.W. Moody Ave.
Portland, OR 97201



Unescorted Visitor Information Form (UVIF)

version 04/25/19

- 1) All non-OHSU visitors must complete a **new** Unescorted Visitor Information Form (UVIF) two weeks before arrival to PNCC.
 - a) **Simultaneously**, the Visiting Scholar's Institution submits to the PNCC User Coordinator or PNCC staff point-of-contact a letter on institutional letterhead verifying that the visiting scientist is currently a student/employee and, importantly, that a pre-hire/pre-student background check was conducted and was clean.
 - b) A **returning** form must be provided for every new approved proposal.
 - c) A **resubmission** form must be submitted (along with a new Institutional Verification Letter) if the user's institution, position title, or contact information changes.
- 2) PNCC reviews the UVIF and signed materials it has received and distributes to the other approving OHSU departments, as appropriate.
- 3) PNCC Emergency Safety procedures will be reviewed with each visitor upon their arrival at the PNCC.
- 4) PNCC access badges will be held by visitors only during their scheduled time and forfeited back to the PNCC upon departure for the day (unless they are scheduled to be on site overnight and vetted for instrument use).
 - a) PNCC Visitors must report a misplaced or lost access badge immediately to both PNCC staff and to OHSU Public Safety **503 494-7744**, for deactivation and replacement. A charge of \$25 will be incurred for replacement of a badge.

