

**PACIFIC NORTHWEST
CRYO-EM CENTER**

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



version 2

PNCC Unescorted Visitor Information Form

For PNCC On-site Badge Access

IMPORTANT - An Institution Letter must accompany this UVIF for all who wish to visit on-site at PNCC.
(see page 2 for details)

PERSONAL & CONTACT INFORMATION | Please complete all sections below.

Enter your name exactly as it appears on your driver's license or government-issued picture ID.

1. Last Name (surname)	2. First Name (given name)	3. Date of Birth (mm/dd/yyyy)
4. Are you a US Citizen? No Yes (skip #5)	5. Primary Citizenship	6. Institution or Company Name (full)
7. Title or Position	8. Department Name (full)	9. Work Email
10. Work Phone	11. Check what your Institutional Letter states (see on-site requirements below): Current student/employee Background check completed	
12. PNCC PI	13. PNCC Proposal Number	14. Will you be handling samples? Yes No (skip #15)
15. List known hazard(s) that your samples shipped or shipping to PNCC were prepared with:		
16. Are these samples BSL-2? Yes No (skip #17)	17. If so, list the IBC protocol number and institutional training to permit handling:	

Unescorted Visitor Signature

By signing this form, I attest to the validity of the information entered and to comply with all applicable U.S. Export Control regulations:

Name: _____ Sign: _____ Date: _____
Use Adobe Electronic "Fill and Sign" Feature

UVIF Status: New Returning Resubmission/updated info

HOST INFORMATION | PNCC use only

1. Site Name (Department)	2. Physical Location	3. Proposed visiting hours per week
4. Supervisor Name	5. Supervisor Phone	6. Supervisor Email

Required Supervisor Approval

The PNCC will notify the Export Control Officer before any changes to the Scope of Work:

Name: _____ Sign: _____ Date: _____

ON-SITE IDENTIFICATION REQUIREMENTS

All visitors must present documentation of current employment/student status before a PNCC on-site visit can be scheduled. PNCC On-site visits are hosted by Oregon Health and Science University (OHSU) and all applicants must abide by their institutional rules including providing documentation to OHSU Badge Office of full vaccination and an institutional letter stating:

1. The visitor is a current employee/student at their listed institution
2. That the visitor had a background check ran that was clear/free of flags

If item #2 cannot be obtained, PNCC will need to run a background check for OHSU that can take up to 8 weeks to come back. This length of time is depending on how many times the individual has moved in their lifetime. Please see page 3 for an example of what this letter should look like.

Non-U.S. Citizens

Non-U.S. citizens must provide a copy of their NIH biosketch, resume, or curriculum vitae for OHSU deemed export control check.

J1 Visa Participants (Exchange Visitor Program)

J1 visa holders need to verify that they can attend training at OHSU during this visit.

DURING ON-SITE VISITS

Our Emergency Safety procedures will be reviewed with each visitor upon their arrival at the PNCC and then provided a PNCC access badge. This badge can only 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).

During the visit 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.

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Month Date, Year

To Whom It May Concern:

First Last Name is currently an employee/undergraduate/graduate/postdoctoral student at the Pacific Northwest CryoEM Center within the Department of Research at OHSU [Home Institution and Department]. I have verified that a pre-hire/pre-student background check was conducted and found clean/free of flags for them at that time.

Sincerely,

A handwritten signature in black ink, appearing as a stylized, wavy line.

Name Title