
(Date)

Submit completed form to:
Everett Bloom, M&C Division Office
Bloomee@ornl.gov
(865) 574-4065 (phone)
(865) 574-4066 (fax)

Off-Hours Access Request Form

Off-hours access to Oak Ridge National Laboratory (ORNL) and Metals and Ceramics (M&C) Division facilities by guests, such as users of our state-of-the-art facilities, is not granted on a routine basis, but may be granted to qualified users of division facilities in cases of demonstrated need. The safety of our guests is our paramount concern. Please complete this form, with the assistance of your host. The host will submit to the M&C Division Office.

Name (last, first, FULL middle) _____ Gender (M/F) _____
Social Security No. _____ Date of birth (day/spell out month/year) _____
Citizenship _____ Badge No. _____
Emergency Contact Information: Name _____ Phone _____ Relationship _____
Are there any pre-existing medical conditions that we should be aware of (ex. heart disease, seizures) _____
Organization Represented _____
Your present position/title _____
Other ORNL programs you are affiliated with _____
Requested date(s) and time(s) for after hours access _____
Equipment that will be used (list all) _____
Laboratories and buildings that will be used (list all) _____
Verify that user has received orientation at laboratory (trainer's signature) _____
User has been trained on equipment (trainer's signature) _____

Off-hours access rules:

- 1. User must check in with the Laboratory Shift Superintendent (574-6606) upon arrival and departure.**
- 2. User understands that off-hour access is given only for the laboratories and equipment requested.**
- 3. User understands that failure to comply with these regulations may result in termination of visit and project, and denial of further access to Oak Ridge National Laboratory.**

Guest Signature Date

Host Signature Date

E. E. Bloom Signature Date