

# LSI Facilities

## **Policy on Access to the facility**

*May 2011*

The LSI TEM is housed in a secure facility in basement 3 of the LSC and requires a key card access through the elevator down to basement and through the doors leading into the Central Imaging. Client's also require a key to get inside the TEM rooms.

1. All non-LSI members (researchers whose research labs are not in the LSI) can only book the TEM equipment between the hours of 9 am – 4 pm.
2. Non-LSI member Clients must sign out a 'visitor's key card from the LSI Reception in room 1340 that gives them elevator access to B3 and through the door leading into the Central Imaging.
3. Client's will have to provide their driver's license as security deposit for the 'visitor's card.
4. The key to get inside the TEM rooms is inside the lockbox installed on the wall outside the rooms. The combination of the lock will be provided by LSI staff once the 'unsupervised access' of the client has been confirmed.
5. LSI members who already have an LSI key card can request additional access to the LSI TEM which will be added to their existing key cards.