

# Research Laboratory Visitor Registration Form

Instructions: Please fill out this registration form prior to entering the laboratory. This document must be printed, signed, and kept on file for safety and compliance records.

## 1. Visitor Information

Full Name:

Institution / Company:

Job Title / Position:

Phone Number:  Email Address:

## 2. Visit Details

Date of Visit (YYYY-MM-DD):

Estimated Arrival Time:  Estimated Departure Time:

Host Scientist / Contact Person:

Specific Laboratory / Room Number to Visit:

Purpose of Visit (e.g., Equipment Training, Collaboration, Audit):

## 3. Emergency Contact Information

Emergency Contact Name:

Relationship to Visitor:  Contact Phone Number:

## 4. Health and Safety Acknowledgment

By signing below, the visitor acknowledges that they have received the basic laboratory safety briefing, agree to wear appropriate Personal Protective Equipment (PPE) as instructed, and will remain under the supervision of the host scientist at all times.

Visitor Signature (Sign after printing):  Date:

Host Scientist Signature (Sign after printing):  Date: