

## 1. Key Requests

- a) *Key Card Request Forms* are available online at the CIB web site.
- b) All key requests must be signed by a current USU PI and approved by the Director of the Center for Integrated BioSystems or Building Manager in accordance with the CIB Key Policy and the USU Access Policy.
- c) Standard access levels are:
  - Exempt USU employee, faculty member, or graduate researcher:  
24/7 on resident floor
  - Undergraduate researcher, non-exempt USU employee, visiting scientist:  
6:00 a.m.-10:00 p.m. weekdays on resident floor
  - Temporary Outside Vender: 8:00 a.m. - 5 p.m. weekdays on resident floor
- d) Extended access may be temporarily granted if justified by specific need.
- e) No 24 hour access shall be approved for undergraduate students in any lab.
- f) To request access beyond the standard, the extended access section of the *Key Card Request Form* must be completed and signed by the PI. The CIB Director or Building Manager will approve or deny the extended access.
- g) New keys will be subject to a \$20 fee. \$10 refundable when key is returned.
- h) Replacement keys will be subject to a non-refundable fee of \$25.
- i) There is no charge for renewal. Re-activation of keys cancelled for non-renewal will be subject to a \$10 non-refundable fee.

## 2. Key Renewal

- a) Keys for everyone except faculty members with a lab in the Biotechnology Building will need to be renewed at the end of each semester (fall and spring) and at the end of summer.
- b) Each PI will receive an email in December and May of each year with a list of people in his/her lab that has keys. The PI will return the email with comments detailing who is still authorized for standard access during the coming semester. Anyone who has not been confirmed by his/her PI for access in the coming semester will have their key cancelled.
- c) All extended access will be automatically cancelled at the end of each semester and must be requested by re-submission of a *Key Card Request Form*.
- d) Annually, at the beginning of each fall semester, all keys must be renewed by re-submission of the *Key Card Request Form* rather than by email approval.

## 3. Key Creation and Distribution

- a) When a key request has been submitted and approved, it is passed on to the CIB network administrator to create the key.
- b) When the key is ready, it will be returned (with the request) to the Main Office.
- c) The CIB Staff Assistant will email the requester to come pick up the key.
  - d) When the key is picked up, the Staff Assistant will take the key-holder's photo and create an ID card to be attached to the key.
  - e) When the key-holder finishes employment/study in the BTEC resident lab, he/she is responsible to return the key to the CIB Main Office for a refund.
  - f) Biotech Building resident PI's are responsible to advise the CIB Main Office when a key-holder leaves their lab so that the CIB can cancel the key, protecting the resident lab from unauthorized access.

- g) Loaner keys available in the CIB Main Office for visitors may not be checked out by building residents who have lost or forgotten their keys.
  - h) All keys are non-transferable and authorization for their use is strictly limited to the approved key-holder.
  - i) Any person found using a key not assigned to him/her will have the key confiscated and cancelled, and the person to whom the key was assigned will lose key privileges in the Biotechnology Building.
4. Temporary access for outside vendors
- a) In accordance with USU's published Access Policy (see excerpt below), accommodation has been made for the occasional contract with an outside (non- USU) vendor.
  - b) A *Key Card Request Form* for Outside Vendors (which includes a line for the requesting PI to sign stipulating to the \$500 fee for unreturned keys) must be submitted, having been signed by the requesting PI's Dean, the CIB Director, and by the Director of the University Police.
  - c) Upon approval, the key will be issued on a temporary basis until the termination date stated on the request form.
  - d) There will be a non-refundable \$50 fee for each key issued to an outside contractor or vendor.
  - e) Outside vendors may be authorized to work within the CIB's laboratory space (first floor and basement) during normal working hours, but may not be authorized for after-hours access to these spaces without being accompanied by an authorized PI.

**USU POLICY** Number 520, section 2.9, 1, 2, & 3

**2.9 Temporary Access**

*(1) College/department and other personnel requiring temporary access must present an approved Access Control Request Form to the Access Control Office stating the length of time access is required. The Access Control Request Form must be properly completed and approved by the appropriate authority. Temporary keys or access cards will not be granted to those who have forgotten or misplaced their keys/access cards; instead, they must rely on the University Police to obtain access to the locations that need to be entered.*

*(2) Under certain circumstances, University access may be granted to outside vendors for service of, or bidding on, a project. An Access Request Form must be signed by a Dean, Vice President, or the Associate Vice President for Facilities authorizing the issuance of the access. This request must also be approved by the Director of the University Police. Keys will be issued on a temporary basis from the Access Control Office. A \$500 fine will be charged to the department that authorized the request if keys/access cards are not returned.*

*(3) Occasionally, a private contractor will be on campus for an extended period of time and will need access to various areas to complete their work. In these situations, Facilities Design and Construction must complete an Access Request Form requesting the necessary access which is approved by the Associate Vice President for Facilities. The keys or access cards will be issued at the Access Control Office. The contractor will be required to sign a Contractor Key Acknowledgment for the keys or access cards to verify they will pay a fine of \$2000 per key that is lost, stolen, or late. All fines will be deducted from contracts pending with Utah State University.*