

# Infectious Disease Research Center Keycard Request Form

## Instructions:

Please fill out the keycard request form with signatures and email [idrc-keycard@colostate.edu](mailto:idrc-keycard@colostate.edu) to schedule an appointment. General access is given to all who presents CSU ID # and completes the Infectious Disease Research Center Facility Orientation online training.

*(PI Visitors need to email HR Liaison's background check approval with this keycard request form. The keycard will be deactivated with your associate end date and a renewal request using this form is required at that point. Without a 12 month leave of service the background check is still good.)*

To take the online training: [https://wsnet.colostate.edu/cwis86/WTrainReg/OnlineClass/IDRC\\_Facility\\_Orientation/Train.aspx](https://wsnet.colostate.edu/cwis86/WTrainReg/OnlineClass/IDRC_Facility_Orientation/Train.aspx)

## Requestor's Personal Information

(Select Appropriate Box)

Faculty  PI  Lab Manager  Staff  Student

OR

New PI (Sub-) Contractor  PI (Sub-) Contractor Renewal

New PI Visitor Request  PI Visitor Renewal

PI Visitor Background Check approval attached (required)

PI Visitor Associate or Guest Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Female Male

\_\_\_\_\_  
Gender Bldg. /Office Location

\_\_\_\_\_  
( )

\_\_\_\_\_  
Primary Phone # CSU Extension

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Department/Business

\_\_\_\_\_  
( )

\_\_\_\_\_  
Secondary Phone # (Optional)

\_\_\_\_\_  
9 digit CSU ID#: \_\_\_\_\_ CSU eID: \_\_\_\_\_

\_\_\_\_\_  
Principal Investigator (PI)/Supervisor

**Have you filled out your Occupational Health Risk Assessment Form?**  Yes  No If no, see below.

It is the requestor's responsibility to fill out the Risk Assessment form online at <http://www.ehs.colostate.edu/WOHSP/Home.aspx>. If you do not have a CSU ID#, email: [idrc-coordinator@colostate.edu](mailto:idrc-coordinator@colostate.edu) for a CSU ID# request form.

### Additional Access:

Additional training may be required. For training courses, please contact the IDRC Facility Safety Coordinator or EHS Biosafety.

## General Building, Safety, and Operating Procedures

### Security

- Report any suspicious individuals or activity to the IDRC staff immediately.
- Do not block or prop open any entry, exit, or fire doors; do not obstruct exit routes, doors, or stairwells.
- Do not use elevators in the event of an emergency.
- Everyone must scan their keycard. Ensure that all doors and gates are closed completely before leaving area.
- Report to IDRC Staff immediately when your keycard is lost or stolen to have it deactivated.
  - The IDRC staff will deactivate the keycard and will report this to the Responsible Official.
  - There will be a \$25 fee for replacing lost keycards.
- If you forget your keycard at home, you must retrieve it.
  - Loaner keycards will not be issued.
- Report to your Lab Manager or PI when you will no longer be working at the IDRC facility.
  - Lab Managers and PI's are responsible for informing the IDRC Staff and the Responsible Official that their employee/student is no longer working at the IDRC facility.
    - Information can be sent via phone or email.
  - The IDRC staff will deactivate the keycard and will report this to the Responsible Official.
    - Keycards can be returned to the RIC Front Desk or to IDRC Facility Safety.
  - Your information will be removed from the keycard system and email notification list.

### Safety

Every employee, contractor, renter, and visitor is responsible for their personal safety and has the responsibility and authority to stop unsafe behavior and correct and/or report unsafe conditions.

- Report all unsafe behavior, near misses, and incidents to the IDRC staff or Environmental Health Services.
- Know where all fire extinguishers, first aid kits, eyewash stations, emergency showers, pull down stations, emergency shelters, and Automated External Defibrillators (AEDs) are located. **(Over)**

## Emergency Preparedness

- In the Event of a Fire Alarm:
  - Evacuate the building in an orderly manner using the closest available exit.
  - Detailed evacuation maps are posted throughout the buildings.
  - Gather outside the main gates; designated by a “rally point” sign.
  - Stay at your rally point until further notice is given by one of the IDRC staff.
  - Anyone wanting to leave the rally point area must checkout with a IDRC staff member.
- In the Event of a Tornado:
  - All personnel are to proceed to the nearest Emergency Shelter.
  - Stay away from any exterior doors or windows.
  - Stay in the Emergency Shelter area until the IDRC staff gives the “All Clear”.
- To see if the University has closed due to snow, dial 491-SNOW (7669).
- For emergencies dial 911; non-emergency 491-6425 (CSUPD).
- IDRC main office contact is 491-8822.

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Requestor's Signature

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Date

## Additional Access Areas (Completed by PI/Supervisor)

Room specific requests or upgrades in access need to be submitted by the PI/Supervisor to the IDRC Facility Safety Coordinator via email.

### Miscellaneous Areas Access

- Infectious Disease Annex (IDA)
- MIP Trailers
- Arthropod-borne and Infectious Diseases Laboratory (AIDL)
- Good Manufacturing Building (GMP)\*
- BRB Shipping and Receiving
- BioMARC Trailer

### BSL2 Access (additional training required)

- RIC 1st Floor
- RBL Media Prep
- GP Suite B122†
- Maintenance/Mechanical
- Small Animal Research Annex (SARA) Labs<sup>§</sup>
- RIC 2nd Floor (Identify room #)
- BRB Media Prep
- GMP/PD Suite B101\*
- RBL LAR Animal Area\*\*
- RIC Basement (Identify room #)\*\*
- Discovery Suite (RBL)

### Non-Select Agent BSL3 Access (additional training required)

- TB Suites (BRB)

### Select Agent BSL3 Access (additional training required)

- Pod 1 (RBL)
- Pod 3 (RBL)
- PD Suite B133/B130 (RBL)\*
- Pod 2 (RBL)\*
- Phase III (RBL)
- Animal Disease Laboratory (ADL)<sup>¥</sup>

¥ Access to ADL is only granted by Dr. Richard Bowen.

† Access to the GP Suite B122 is only granted by Dr. John Belisle.

§ Access to SARA is only granted by Dr. Candace Mathiason or Dr. Jeanette Hayes-Klug.

\* Access to the cGMP/Product Development/BioMARC areas are only granted by Dr. Dennis Pierro.

\*\* Access to the RBL LAR Animal and RIC Basement Vivarium areas are only granted by Michelle Adams. Includes Orientation.

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Principal Investigator's (PI)/Supervisor's **printed name and signature**

PI's (Sub-) or Contractor or Lab Members Length of Time: \_\_\_\_\_

Additional Notes: