

Infectious Disease Research Center Keycard Request Form

Instructions:

Please fill out the keycard request form with signatures and email 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

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

Department/Business

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Primary Phone #

CSU Extension

Secondary Phone # (Optional)

Email Address

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/WHOHP/Home.aspx>. If you do not have a CSU ID#, email: 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.

Requestor's Signature

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*^B
- 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)[¥]

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

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

^B Access to SARA is only granted by Dr. Candace Mathiason or Sheryl Carter.

* 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.

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

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

Additional Notes: