

Infectious Disease Research Center Access Request Form

Instructions:

Please fill out the access request form with signatures and email to idrc-keycard@colostate.edu to. General access can be added to your RAMCARD once you complete the Infectious Disease Research Center Facility Orientation online training. ***(PI Visitors need to email HR Liaison's background check approval with this access request form. The keycard will be deactivated on your associate end date and a renewal request using this form is required at that point. If you renew within 12 months the background check is still good.)***

To take the online training:

https://wsnet2.colostate.edu/cwis86/WTrainReg/OnlineClass/IDRC/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

Principal Investigator (PI)/Supervisor

Department/Business

()

Secondary Phone # (Optional)

9 digit CSU ID#: CSU eID:

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 Operations 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 RAMCARD and ensure that all doors and gates are closed completely before leaving area.
- Report to IDRC Staff immediately when your RAMCARD is lost or stolen.
- If you forget your RAMCARD at home, you must retrieve it.
 - A loaner RAMCARD 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 update the RAMCARD and report this to the Responsible Official.

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.
- Familiarize yourself with the locations of fire extinguishers, first aid kits, eyewash stations, emergency showers, pull down stations, emergency shelters, and Automated External Defibrillators(AED).

(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 near the main gates at the designated "rally point" sign.
 - Stay at your rally point until further notice is given by a responsible person.
 - Anyone wanting to leave the rally point area must checkout with a responsible person.
- 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 a responsible person 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

Access Areas (Completed by PI/Supervisor)

Room specific requests or upgrades in access need to be submitted by the PI/Supervisor.

Miscellaneous Areas Access

- After hours access to Infectious Disease Annex (IDA)
- MIP Trailers
- Arthropod-borne and Infectious Diseases Laboratory (AIDL)

RIC Tenants

- RIC 2nd Floor Lab (Identify room #)
-

BSL2 Access (additional training/Approval may be required)

- Disc. 134
 - Disc. 136 (NGS lab)
 - Disc. Insectary
 - GMP Building⁴
 - RBL B122² (GP Core)
 - Maintenance/Mechanical
 - Imaging Suite Confocal Microscope⁶
 - RBL LAR Animal Areas⁵
 - Small Animal Research Annex (SARA)³
 - RIC Vivarium (Identify room #)⁵
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BSL3 Access (additional training required)

See Tom McCorkendale in RIC RM D169 for a locater board picture ID

- TB Suites (BRB)
- Pod 1 (RBL)
- Pod 2 (RBL)
- Pod 3 (RBL)
- PD Suite B130/B133 (RBL)⁴
- Phase III (BRB3)
- Animal Disease Laboratory (ADL)¹

1 Access to ADL is approved by Dr. Richard Bowen.

2 Access to the GP Suite B122 is approved by Dr. John Belisle.

3 Access to SARA is approved by Dr. Candace Mathiason or Sheryl Carter.

4 Access to the cGMP/Product Development/BioMARC areas are approved by BioMARC Director.

5 Access to the RBL LAR Animal and RIC Basement Vivarium areas are approved by Michelle Adams. Includes Orientation training.

6 Access to the con-focal microscope in the imaging suite is approved by Brad Borlee.

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

Additional Notes: