Infectious Disease Research Center Access Request Form

Instructions:

Please fill out the access request form with signatures and email to idrc-keycard@colostate.edu. Requested access for non-BSL3 areas will be added to your RAMCARD once you complete the Infectious Disease Research Center Facility Orientation (online training) and a copy of this form has been submitted. BSL3 access will be granted when approval has been given by Biosafety.

(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 IDRC Facilities online training:

http://www.ehs.colostate.edu/WTrainReg/OnlineClass/IDRC/IDRC_Facility_Orientation/Train.aspx

Requester's Personal Information
(Select Appropriate Box)

□ Faculty	□ Principal Investigator	□ Lab Manager	□ Staff
□ Student	□ Tenant	□ Vendor	□ Visitor

First Name: _____ Last Name: _____ 9 Digit CSU NetID: _____

(_____) _____ (_____) _____ _____ _____
Primary Phone # Secondary Phone # Optional Department/Business BLDG./Office Location

Email Address: _____ Principal Investigator (PI)/Supervisor: _____

□ Visitor CSU Contact: _____ Tenant/Visitor/Vendor Guest Associate Exp. Date: _____

□ Completed Tenant/Vendor/Visitor Background Check Approval (Required for CSU Guest Associate): □ YES □ NO

_____ _____
Requester Signature   Date   Principal Investigator (PI)/Supervisor Signature   Date

Have you filled out your Occupational Health Risk Assessment Form?   □ YES □ NO □ NA   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 for a CSU ID# request form.

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.
  - 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, tenant, and visitor are responsible for their personal safety and has the responsibility to stop unsafe behavior and correct and/or report unsafe conditions.

- Report all unsafe behavior, near misses/good catch, and incidents to the IDRC staff, Biosafety and/or EHS.
- 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).

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.

Access Areas (Completed by PI/Supervisor)

Room specific requests or upgrades in access need to be submitted by the PI/Supervisor
Additional training may be required for certain areas. For training courses, please contact IDRC Operations or Biosafety.

General Building Access

☐ Infectious Disease Research Center General (IDRC)	☐ Infectious Disease Annex (IDA)[1]	☐ IDRC CSUPD/PFA
☐ Infectious Disease Research Center Operations (IDRC)[1]	☐ Center for Vector-Borne Infectious Diseases (CVID)	☐ IDRC IT
☐ Infectious Disease Research Center Maintenance (IDRC)[1]	☐ IDRC LAR Material Handler	☐ RIC Tenants General
☐ Infectious Disease Research Center Custodial (IDRC)	☐ Small Animal Research Annex (SARA)[3]	☐ cGMP Building[2]

BSL2 Access (additional training/approval may be required)

☐ Tenant Labs (Room #s):	☐ RIC Common Use Labs (260, 261, 262, 263)	☐ Discovery 134
☐ Imaging Suite	☐ Pod 5 BioMarc[2]	☐ Discovery 136 (NGS Lab)[7]
☐ Imaging Suite E101[4]	☐ RBL A106 Confocal (Full/Partial Access)[6]	☐ RBL LAR Animal Areas/RIC Vivarium[8]
☐ Imaging Suite Confocal Microscope E107[5]	☐ Radioactive Lab RIC D134[4]	☐ CVID Insectary[9]

BSL3 Access (additional training REQUIRED; access only given after confirmation email from Biosafety)

Email Crystal Shanley for a locator board picture ID

==Female/Male Gender== for Locker Room Access: _____

☐ POD 1 (RBL)	☐ TB Suites (BRB Phase I)	☐ IDRC LAR SA BSL3
☐ POD 2 (RBL)[2]	☐ Phase III (BRB3)	☐ B122 (RBL)[2]
☐ POD 3 (RBL)	☐ PD Suite B130/B133 (RBL)[2]	☐ Animal Disease Laboratory (ADL)[10]

Additional Building Access

☐ IDRC Grounds/Gate Only	☐ Trailers	☐ Vendor Specific Access:
☐ Transshipping /Guard Shack/Gate Only	☐ RIC Crow's Nest	☐ Special Contractor Access:
☐ RBL Clean Hallway/Loading Docks	☐ Other:	

Additional Training/Approval
1. Access approved by IDRC RBL BSL3 Manager.
2. Access to the cGMP/Product Development/BioMARC areas are approved by BioMARC Director.
3. Access to SARA is approved by Sheryl Carter, Dr. Christie Mayo, or Dr. Candace Mathiason.
4. Access to Imaging Suite E101 and/or Radioactive Lab is approved by John Belisle.
5. Access to the con-focal microscope in the Imaging Suite E107 is approved by Brad Borlee.
6. Access to RBL A106 is approved by Karen Dobos.
7. Access to NGS lab is approved by Mark Stenglein or Marylee Kapuscinski.
8. Access to the RBL LAR Animal and RIC Basement Vivarium areas are approved by Michelle Adams. Includes Orientation training.
9. Access to the CVID Insectaries is approved by Susi Bennett.
10. Access to ADL is approved by Richard Bowen.

Additional Training/Approval Signature: _____   **Date:** _____

NOTES: