

# Infectious Disease Research Center Complex Access Request Form

## Instructions:

Please fill out the access request form with signatures and email to [idrc-keycard@colostate.edu](mailto: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](http://www.ehs.colostate.edu/WTrainReg/OnlineClass/IDRC/IDRC_Facility_Orientation/Train.aspx)

### Requester's Personal Information

(Select Appropriate Box)

<input type="checkbox"/> CSU Staff	<input type="checkbox"/> Principal Investigator	<input type="checkbox"/> Lab Manager/Supervisor	<input type="checkbox"/> Researcher
<input type="checkbox"/> Student	<input type="checkbox"/> Tenant	<input type="checkbox"/> Vendor/Contractor	<input type="checkbox"/> Visitor

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ 9 Digit CSU NetID: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Principal Investigator (PI)/Supervisor: \_\_\_\_\_

Visitor CSU Contact: \_\_\_\_\_ Tenant/Visitor/Vendor CSU Affiliate Exp. Date (yearly renewal required): \_\_\_\_\_

Completed Tenant/Vendor/Visitor Background Check Approval (Required for \*CSU Affiliates):  YES  NO

\*CSU Affiliates will receive a personal Ram Card and CSU email address. To prevent missing important CSU and IDRC email notifications, it is recommended to forward your CSU email address to your primary email account.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_ Principal Investigator (PI)/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Have you filled out your Occupational Health Risk Assessment Form (OHRA)?  YES  NO  NA (see below\*)

\*CSU staff not accessing lab spaces  \*Visitor, Vendor, Tenant (Recommended to complete personal OHRA if you will be entering lab spaces.)

It is the responsibility of the requester to fill out the Risk Assessment form online at <http://www.ehs.colostate.edu/WHOHP/Home.aspx>.

### 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 Operations, Biosafety, or Biosecurity 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

<input type="checkbox"/> Infectious Disease Research Center General (IDRC)	<input type="checkbox"/> Infectious Disease Annex (IDA) <sup>1</sup>	<input type="checkbox"/> IDRC CSUPD/PFA
<input type="checkbox"/> Infectious Disease Research Center Operations (IDRC) <sup>1</sup>	<input type="checkbox"/> Center for Vector-Borne Infectious Diseases (CVID)	<input type="checkbox"/> IDRC IT
<input type="checkbox"/> Infectious Disease Research Center Maintenance (IDRC) <sup>1</sup>	<input type="checkbox"/> IDRC LAR Material Handler	<input type="checkbox"/> RIC Tenants General
<input type="checkbox"/> Infectious Disease Research Center Custodial (IDRC)	<input type="checkbox"/> Small Animal Research Annex (SARA) <sup>3</sup>	<input type="checkbox"/> cGMP Building <sup>2</sup>

#### BSL2 Access (additional training/approval may be required)

<input type="checkbox"/> RIC 2nd Floor Tenant Labs (Room #s):	<input type="checkbox"/> RIC Common Use Labs (260, 261, 262, 263)	<input type="checkbox"/> Discovery 134
<input type="checkbox"/> Imaging Suite	<input type="checkbox"/> BioMARC Areas <sup>2</sup>	<input type="checkbox"/> Discovery 136 (Goodrich Lab)
<input type="checkbox"/> Imaging Suite E101 <sup>4</sup>	<input type="checkbox"/> RBL A106 Confocal (Full/Partial Access) <sup>6</sup>	<input type="checkbox"/> RBL LAR Animal Areas/RIC Vivarium <sup>7</sup>
<input type="checkbox"/> Imaging Suite Confocal Microscope E107 <sup>5</sup>	<input type="checkbox"/> Radioactive Lab RIC D134 <sup>4</sup>	<input type="checkbox"/> CVID Insectary <sup>8</sup> <input type="checkbox"/> CVID Bat Suite <sup>7</sup>

#### 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: \_\_\_\_\_

<input type="checkbox"/> POD 1 (RBL)	<input type="checkbox"/> TB Suites (BRB Phase I)	<input type="checkbox"/> IDRC LAR SA BSL3
<input type="checkbox"/> POD 2 (RBL) <sup>2</sup>	<input type="checkbox"/> Phase III (BRB3)	<input type="checkbox"/> B122 (RBL) <sup>2</sup>
<input type="checkbox"/> POD 3 (RBL)	<input type="checkbox"/> PD Suite B130/B133 (RBL) <sup>2</sup>	<input type="checkbox"/> Animal Disease Laboratory (ADL) <sup>9</sup>

#### Additional Building Access

<input type="checkbox"/> IDRC Grounds/Gate Only	<input type="checkbox"/> Trailers	<input type="checkbox"/> Vendor Specific Access:
<input type="checkbox"/> Transshipping /Guard Shack/Gate Only	<input type="checkbox"/> RIC 4th Floor Office	<input type="checkbox"/> Special Contractor Access:
<input type="checkbox"/> RBL Clean Hallway/Loading Docks	<input type="checkbox"/> 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 the RBL ABSL2 LAR Animal, RIC Basement Vivarium, and CVID Bat Suite areas are approved by Michelle Adams. Includes Orientation training.
8. Access to the CVID Insectary is approved by Susi Bennett.
9. Access to ADL is approved by Richard Bowen or Angela Bosco-Lauth

**Additional Training/Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTES:**