

E.C.E. ACCESS REQUEST FORM PAGE 1 OF 2

Requestor's Information:

(Please Type or Print Clearly)

(Incomplete or Illegible Forms will be returned)

REQUESTOR'S LAST NAME _____ REQUESTOR'S FIRST NAME _____ M.I. _____

REQUESTOR'S CATCARD NUMBER _____ EXPIRATION DATE _____

UNIVERSITY OF ARIZONA E-MAIL ADDRESS _____

ECE Sponsor: _____
PRINTED NAME _____ SIGNATURE _____

Requestor Status: (Check One)

Faculty Staff Visitor Undergraduate Student Graduate Student
(Faculty / Staff / Visitors are fee exempt) (\$50.00 Deposit for Building Keys and \$20.00 Deposit for Carrel Keys)

(Students are allowed Building Access by selecting "South Ent." and "Stairwell" on page 2)

If you are requesting access to the MFC then complete the following
Otherwise, select rooms on 2nd page and then place the form in the TSS Mailbox

Department Person is Affiliated with: _____

Requester's Phone Number: _____ Faculty Advisor: _____
(If different from above)

Faculty Advisor's E-Mail: _____

Name of Research or Project: _____ Account #: _____

Have you completed the "General Laboratory Chemical Hygiene Training: Yes No
(<http://fp.arizona.edu/riskmgmt/training.htm>) Have you worked in the lab before? Yes No

List the access you require:

Water Room and Office Only: _____ (No Cost / Mo) Unlimited: _____ (Cost is \$140 / Mo)
Chase Only: M - F / 8 am to 5 pm: _____ (Cost is \$100 / Mo)
Fab and Chase: M - F / 8 am to 5 pm: _____ (Cost is \$205 / Mo) Unlimited: _____ (Cost is \$280 / Mo)

Have you reviewed the MFC web site and understand the sections on safety: Yes No
(<http://mfc.engr.arizona.edu/Safety.htm>)

Now go to page 2 and select the required rooms then place the form in the TSS mailbox

DO NOT WRITE BELOW THIS LINE - THIS IS FOR THE SECURITY MANAGER ONLY

Building Keys: \$50.00 Deposit Deposit Rec #: _____ Acct: _____
INITIALS _____ DATE _____

Carrel Keys: \$20.00 Deposit Deposit Rec #: _____ Acct: _____
INITIALS _____ DATE _____

Building Keys Refund: Refund Rec #: _____ Acct: _____ Receiver: _____
\$50.00 Refund \$25.00 Refund INITIALS _____ DATE _____ INITIALS _____

Carrel Keys Refund: Refund Rec #: _____ Acct: _____ Receiver: _____
\$20.00 Refund \$5.00 Refund INITIALS _____ DATE _____ INITIALS _____

SIGNATURE OF ACCESS RECIPIENT _____ DATE _____

E.C.E. ACCESS REQUEST FORM PAGE 2 OF 2
Students are allowed Building Access by initialing
"South Ent." and "Stairwell"

Room	Authorizer	Initial
A2-MFC	Mr. Mahdavi	
South Ent	ECE Faculty Sponsor	
Stairwell	ECE Faculty Sponsor	
104	Dr. Lewis	
105	Dr. Tharp	
106	Dr. Neifeld	
111	Dr. Krunk	
112	Dr. Neifeld	
203	Drs. Tharp / Rozenblit	
213	Mr. Mahdavi	
213A	Mr. Mahdavi	
213G	Mr. Mahdavi	
213Int	Mr. Mahdavi	
213J	Mr. Mahdavi	
228	Mr. Enfield / ECE Faculty Sponsor	
229A	Mr. Enfield	
232	ECE Faculty Sponsor	
234	Drs. Tharp / Rozenblit	
243 & A	Dr. Louri	
245	Dr. Neifeld	
249	Dr. Kostuk	
250	Mr. Enfield	
250A	Mr. Enfield	
251	Dr. Hariri	
256F	Drs. Tharp / Rozenblit	
257	Mr. Enfield	
265	Dr. Gehm	
269	Drs. Higgins / Gehm / Ziolkowski	
330	Drs. Tharp / Rozenblit	
350	Dr. Zeigler	
355	Dr. Ma	
356	ECE Faculty Sponsor	
356L	Drs. Tharp / Rozenblit	
356Q	Mr. Martinez / Mr. Enfield	
361	Dr. Hariri	
401	Dr. Xin	
410	Drs. Tharp / Rozenblit	
410A	Drs. Tharp / Rozenblit	
411	Dr. Marefat	
420	Dr. Lazlos	
421	Dr. Louri	

Room	Authorizer	Initial
424	Dr. Potter	
430	Drs. Tharp / Rozenblit	
431	Drs. Tharp / Rozenblit	
441	Dr. Djordjevic	
442	Dr. Ziolkowski	
445	Dr. Ziolkowski	
446	Dr. Sprinkle	
447	Dr. Goodman	
449	Dr. Powers	
450	Drs. Dvorak / Xin / Ziolkowski	
455	Dr. Akoglu	
456	Drs. Marcellin / Vasic / Ryan	
456D	Drs. Marcellin / Vasic / Ryan	
456G	Drs. Tharp / Rozenblit	
510	Dr. Rodriguez	
520	Dr. Ramasubramanian	
524	Dr. Wang	
530	Drs. Tharp / Rozenblit	
531	Dr. Reagan	
541	Dr. Roman Lysecky	
541A	Dr. Roman Lysecky	
545	Dr. Palusinski	
546	Dr. Rozenblit	
547	Dr. Tharp	
549	Dr. Palusinski	
550	Dr. Melde	
555	Dr. Dvorak	
556	ECE Faculty Sponsor	
556N	Drs. Tharp / Rozenblit	
561	Dr. Susan Lysecky	

Other Rooms

Room	Authorizer (Print)	Initial
0356	Carrel Desk - ECE Faculty Sponsor	
0556	Carrel Desk - ECE Faculty Sponsor	

Faculty and Staff will automatically have access to the following rooms: 0234, 0256F, 0330, 0356, 0356L, 0430, 0456, 0456K, 0530, 0556, 0556N - unless otherwise indicated.

Visitors and Students will only have access to the rooms selected by the ECE Sponsor.

SECURITY MANAGER

ECE Access Policies and Procedures

DEFINITIONS:

Access: Refers to the requirement of using a Key or Code for accessing the ECE Building and/or room(s).

Authorizer/Sponsor: The person assigned responsibility for allowing access to a particular room, door, etc., as specified on the "E.C.E. Access Request Form."

Accountant Senior: The person that is the final recipient of deposits and the person that provides the refunds.

E.C.E. Access Request Form: This is the official ECE form that must be completed by everyone that wishes to have access to the ECE Building and/or room(s) and Carrel Areas. It is available on the ECE web site. It is a two-sided form.

Security Manager: The person assigned to manage the security infrastructure of the ECE Department. This includes the issuance of authorization for building keys, the issuance of carrel keys, the issuance of furniture keys, and the issuance of mailbox keys. It also includes the responsibilities of removal of codes, issuance of the Room Privilege Card, updating and maintaining all required documentation, and developing and implementing policies and procedures to ensure an efficient and effective system.

MFC: Micro/Nano Fabrication Center.

Requestor: The person who is seeking access to the ECE Building entrances, room(s), and Carrel Areas.

Room Privilege Card: A card issued by the **Security Team** that lists the room(s) a person is entitled to enter. This includes entrances. This card must be with the person at all times. The only exception is if a person only has access to a room during normal business hours. Normal business hours are 8:00am to 5:00pm Monday through Friday.

UA Catcard: This is the official University Identification Card. This card must be with the individual at all times.

CURRENT POSITION HOLDERS:

Department Head: Dr. Jerzy Rozenblit, Room 0230, 621-6193

Associate Department Head: Dr. Hal Tharp, Room 0230, 621-2436

Accountant Senior: Brenda Hensley, Room 0266, 621-2400

Security Team: Consists of the following TSS Members:

Security Manager: Lewis A. Du Pont, Room 0351, 621-4610

Security Manager Alternate - 1: Rhonda Staggs, Room 0346, 626-8682

Security Manager Alternate - 2: Joseph Bresler, Room 0346, 626-8644

Security Manager Alternate - 3: Josie Ruiz, Room 0351, 621-3074

MFC Manager: Omid Mahdavi, Room 0227, 621-9849

The Department Head and Associate Department Head may authorize exceptions to any or all of these policies and procedures.

All Faculty, Staff and Students are responsible for adherence to these policies and procedures.

SECURITY MANAGER

ECE Access Policies and Procedures

POLICIES:

1. Building Entrance for Faculty and Staff using key access may only be authorized by Dr. Tharp or Dr. Rozenblit.
2. Building Entrance for Graduate Students is limited to the **South Entrance (SE)** and **South Stairwell (200SS)** and may be authorized by any ECE Faculty Sponsor.
3. Research Laboratory Access can only be authorized by an appropriate ECE Faculty or Staff member.
4. Carrel Access may be authorized by any ECE Faculty Sponsor and requires a \$20.00 deposit.
5. MFC (including Rm 213J) access can only be authorized by the MFC Manager or a College of Engineering Dean.
6. Undergraduate Students are NOT normally authorized to have Building and Room access, but may be authorized by Dr. Tharp or Dr. Rozenblit.
7. No Students are allowed to have access to the Workrooms (0356L, 0456K, and 0556N) or the copiers within. If a Faculty member wishes to have a student use the copier in one of the Workrooms, then that Faculty member is to open the door and input his/her code.
8. A refundable \$50.00 deposit (cash or check) is required from each Student for building and room key(s). If a check is used then the check must be made out to the ECE DEPARTMENT.
9. An exception for Number 8 above is if an ECE Faculty member is sponsoring a group of Student for an ECE / Engr 498 project in which case only one Student is to provide a deposit.
10. The entire deposit will be forfeited if the Student fails to return the building and room key(s) to the **UA Key Desk** within 1 year of losing authorization.
11. All keys must be returned to the **UA Key Desk** before the deposit is refunded. (If you are not the original holder of the keys then you must have notarized authorization to receive refund.)
12. TSS Personnel will not receive keys from or return keys to the **UA Key Desk**.
13. Lost or stolen key(s) is/are to be reported **IMMEDIATELY** to the **Security Team**. The entire deposit will be forfeited if these key(s) is/are not found within one week. You may be held liable for consequences relating to lost key(s).
14. Anyone having access to the ECE Building and/or Room(s) is required to have a valid UA Catcard and Room Privilege Card on his/her person **at all times**. Failure to show a current and valid Room Privilege Card will result in confiscation of this card, as well as, all University keys, and being escorted from the ECE Building by the UAPD. You will require a letter from the Department Head to regain your keys, code, and access privileges.
15. The Room Privilege Card must be re-validated each **July 1st** via the **Security Team**.
16. Anyone requesting access to the ECE Building or Room(s) must have a valid University of Arizona e-mail account.
17. When a person has completed his/her education/employment and plans to leave the ECE Department then that individual is required to turn in all keys checked out to that person to the **UA Key Desk**. Refer to **Returning Entrance and Room Key(s)** on next page.
18. It is illegal to share your key(s) or code with anyone else. If caught doing so may result in the denial of access privileges and disciplinary action. **IT IS A CRIMINAL OFFENSE TO DO SO.**
19. If the Sponsor is a non-ECE Faculty or Staff then the request must be approved by Dr. Tharp or Dr. Rozenblit.

SECURITY MANAGER

ECE Access Policies and Procedures

PROCEDURES:

Building Entrance and Room Access Issuance:

1. Anyone requesting Entrance and Room Access to the ECE Building must do so by having his/her ECE Sponsor complete an ECE Access Request Form. This form is available on the ECE WEB SITE.
2. Once the ECE Sponsor has completed the ECE Access Request Form it will be placed in the TSS mailbox. Please fold the form or put it in an envelope as it is a community mailbox.
3. A **Security Team Member** will review the form for completeness and process it.
4. A **Security Team Member** will then e-mail the Requestor to come to Room 0351 to sign the form and pick up access material as applicable.
5. The Requestor will bring his/her Catcard, Room Privilege Card (if applicable), and \$50.00 in (cash or check), if key(s) are to be received, to Room 0351 to complete the process. If a check is used then the check must be made out to the ECE DEPARTMENT.
6. If an ECE Faculty is sponsoring a group of Students for an ECE / Engr 498 project that will be utilizing a space that requires afterhours access then that ECE Faculty member will send Dr. Tharp or Dr. Rozenblit an e-mail requesting permission for the listed students to have access afterhours. The e-mail will include which Student is to receive the key. If Dr. Tharp or Dr. Rozenblit approves then an approval e-mail will be sent back to the ECE Faculty with the **Security Team** being copied at tss@ece.arizona.edu. The ECE Faculty member will then submit an "ECE Access Request Form" for each Student listed and each Student will be e-mailed when the access material is ready. The Student selected to receive the key will provide a \$50.00 deposit. This person will receive a regular Room Privilege Card. All other Students on the list will receive a Room Privilege Card stating that they must be accompanied, during afterhours access, by the individual that received the key. When the person that received the key leaves then the whole group must leave. **THE KEY CANNOT BE SHARED OR LOANED TO ANOTHER STUDENT. IT IS A CRIMINAL OFFENSE TO DO SO.**
7. A **Security Team Member** will verify the information on the ECE Access Request Form using the Catcard and update or issue the Room Privilege Card as necessary.
8. A **Security Team Member** will collect the \$50.00 deposit and issue a receipt. A copy of the receipt will be attached to the ECE Access Request Form.
9. The Requestor will sign the ECE Access Request Form and a **Security Team Member** will issue the Key Receipt and/or code as applicable.
10. The Requester will then pick up his/her key(s) from the **UA Key Desk**. The hours are Monday through Friday from 6:00am to 3:00pm. The Requester must have his/her UA Catcard, Room Privilege Card, Key Authorization Form and any other paperwork provided by the **Security Team** with him/her in order to get the key(s).
11. A **Security Team Member** will complete the process by turning any monies collected into the Accountant Senior. Refer to pages SM 1-1-5 and SM 1-1-6 for further instructions.

SECURITY MANAGER

ECE Access Policies and Procedures

PROCEDURES (Continued):

Returning Entrance and Room Key(s) and Code Removal:

1. The Requester is to bring his/her UA Catcard, Room Privilege Card and Key(s) to the **UA Key Desk**. The **UA Key Desk** will issue a Key Receipt to the Requester listing which key(s) have been returned.
2. The Requester will then bring this Key Receipt and his/her Catcard to A **Security Team Member**. (A graduating Student must also present the "Graduating Checkout" form for an authorizing signature in "Building Keys" block.)
3. If all keys are returned, as indicated on the Key Receipt, a **Security Team Member** will then sign, date, and note return of key(s) on the copy of the deposit receipt and give this to the Requestor in order to get a refund.
4. If the person that is requesting a refund is not the Requestor then that person must provide a notarized document authorizing him/her to receive the refund. A **Security Team Member** will make a copy of this document and attach it to the ECE Access Request Form.
5. The Requestor will take the completed copy to the ECE Accountant Senior to collect the refund.
6. Unless other arrangements have been made, Codes will automatically be removed as soon as possible following the date of expiration, departure from the ECE Department, or at the request of the Sponsor, or if requestor is in violation of these policies.

Reporting of Lost or Stolen Key(s):

1. The Requester must report any lost or stolen Entrance or Room Key(s) to a **Security Team Member** immediately. After a one week grace period a "Lost Key Report" will be generated.
2. If the Requester needs a duplicate key(s) then the Requester must get written permission from the Department Head or Associate Department Head. If approved, a new deposit is required. (See Policy Section)

General Security Tips:

1. Keys and codes are issued in your name and **are not** to be "loaned" to anyone. You cannot "**transfer**" or "**share**" your keys or codes with another person upon your departure.
2. Leaving doors propped open invites theft, vandalism, and personal injury.
3. Please take note of those around you. If you see someone suspicious and you do not feel comfortable asking to see his/her Room Privilege Card to verify accessibility then contact the UA Police Department at 621-8273 or dial 911.
4. Most thefts are "thefts of opportunity." What this means is that most things that are stolen are those things that are easy to conceal and/or because someone left a door open or unlocked. There are people who do nothing but go around checking to see if a door is unlocked. If so, then they grab whatever they can and stick it in their backpack and off they go. Most office thefts take less than 60 seconds.
5. Keep purses, cameras, laptops, PDA's, etc., locked in your desk when you leave at night.

SECURITY MANAGER

ECE Access Policies and Procedures

PROCEDURES (Continued):

Instructions for Completing the ECE Access Request Form:

1. If you are requesting a key(s) or a code for the ECE Building, excluding the Micro / Nano Fabrication Center (MFC), then fill out the top third of the form only and proceed to page 2.
2. Once you have acquired the proper initials for the room(s) selected then turn the form into the TSS Mailbox.
3. If you are requesting a key(s) or a code to the MFC then you will fill out the top third and middle third of the form and then proceed to page 2.
4. Once you have acquired the proper signature(s) and/or initials for the room(s) selected then turn the form into the TSS Mailbox.
5. At no time do you fill out any information on the bottom third of the form