Rudman and Spaulding Hall Biosecurity Policy and Authorization Request Form

Rudman and Spaulding Halls are locked each evening and on weekends and holidays. Access to these buildings during such times is restricted to individuals who have been granted authorization and access via the cardkey lock system. The cardkey approval process and the policies pertaining to special events or situations for these buildings are described below.

Authorization of Individuals for Cardkey Access
A. There are two levels of access in Rudman Hall. Level 1 is for general access to Rudman Hall on off-hours and Level 2 access is for the second floor restricted area and/or Rooms G-30, G-40, and G-44.
B. Requests for cardkey authorization are initiated at the department level. Requesting individuals must complete this form according to the level of access needed.
   • For Level 1 clearance, the requestor must fill out sections 1 – 11 only. Once all signatures are in place from the supervisor and Chair/Director, the form is forwarded to the COLSA Cardkey Administrator, Phillip Hammond, Nesmith Hall Room G10, for authorization.
   • For Level 2 clearance, the requestor must fill out sections 1 - 12. Once all signatures and approvals are in place, the form is forwarded to the COLSA Cardkey Administrator, Phillip Hammond, Nesmith Hall Room G10, for authorization.
   Please note: Institutional Biosafety Committee (IBC) approval is necessary for all Level 2 requests. Laboratory safety training and biosafety level 2 (BSL-2) training are necessary prior to approval by the IBC Chair. Individuals sponsoring second floor authorization must provide safety training or utilize the Office of Environmental Health and Safety (OEHS) training modules. If the sponsor provides training, the date of training must be provided. If OEHS training will be used, contact OEHS at 2-4041 to enroll in training.
C. When an individual leaves the University or when access is no longer required, the cardholder will contact their Supervisor and request that the card be de-activated.

Special Situations or Events
A. Guest Cards and a log book will be maintained in each Rudman/Spaulding department office for use when approved individuals (i.e. those with authorized cardkey access) are entertaining visitors or guests during those periods when general building access is restricted (examples: a grad student with card access wishes to show his/her lab to a visiting family member on a weekend, a faculty member wishes to show a lab to a visiting colleague, etc.). The host in such circumstances is responsible for completing the log entry book and filling out a guest I.D. card (to be worn by the visitor), and accepts responsibility for accompanying the guest during the visit. Visiting scientists/students working in labs for short periods will also be issued a guest card. An authorized I.D. card can be issued for those needing access for longer periods, following the process outlined above.
B. Unlocking the building(s) for special activities. Spaulding and Rudman Halls are often used for special conferences, workshops, and tours for prospective students by Admission's Office personnel, class review sessions, etc. during periods when these buildings would otherwise be locked. To accommodate such needs, a request to have a building unlocked should be directed in writing (email is preferred) to the COLSA Cardkey Administrator. Campus Security and the requesting individual will be notified of approval. When the Cardkey Administrator receives the request, he/she will program the exterior doors of the building to be unlocked.
Rudman and Spaulding Hall Cardkey User’s Agreement

As a condition under which cardkey access is granted, the undersigned agrees to abide by the following terms and conditions:

1. Cardkey access is granted for sole use by the cardkey holder. The undersigned agrees not to loan this card for use by others, and agrees to notify the COLSA Cardkey Administrator immediately in the event of the loss or theft of his/her UNH I.D. card.

2. The cardkey holder agrees that he/she will not open doors or prop doors open to allow unauthorized persons to enter Rudman or Spaulding Halls during those times during which access to these buildings is restricted to cardkey holders.

3. Should the cardkey holder wish to entertain guests/visitors during a restricted period(s), the cardkey holder will make an entry into the "Guest Log Book" maintained in his/her departmental office and will provide the visitor with a "Guest Card" that is to be worn by the visitor. The cardkey holder also accepts responsibility for accompanying the visitor during the visit.

4. The cardkey holder will request their cardkey access be deactivated upon leaving the University or when access is no longer needed.

I have read, understand and agree to abide by the terms under which I have been granted cardkey access to Rudman and Spaulding Halls.

Signature: ___________________________ Date: ________________
In order to gain access to Rudman and Spaulding Halls during certain hours, you must complete this Card Key Authorization Form and the Rudman and Spaulding Hall Cardkey User’s Agreement. Rudman and Spaulding Halls are locked each evening and on weekends and holidays. Access to these buildings during such times will be restricted to individuals who have been granted authorization and access via the card-lock system. Complete sections 1 - 11 for Level 1 approval and sections 1 - 12 for Level 2 approval. Once all the appropriate sections are completed, send to Flora Joyal, MCBS Administrative Coordinator, in Rudman 210, to forward to the COLSA cardkey administrator.

### SECTION 1: NAME

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Maiden / Suffix</th>
</tr>
</thead>
</table>

### SECTION 2: HOME ADDRESS

<table>
<thead>
<tr>
<th>Street</th>
<th>Apartment #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

### SECTION 3: PERMANENT ADDRESS, IF DIFFERENT FROM ABOVE

<table>
<thead>
<tr>
<th>Street</th>
<th>Apartment #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

### SECTION 4: PERSONAL INFORMATION

- **UNH STATUS:**
  - Faculty
  - Undergraduate Student
  - Contract Employee (e.g. GCA)
  - Staff
  - Graduate Student
  - Non-Status Employee
  - Visitor / Guest
  - Other: ______________________

### SECTION 5: CONTACT INFORMATION

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 6: LOCATIONS

Which areas / rooms in the building will you require access? (Check all that apply)

- Building Entry Locations
- Rudman Hall, Room G-40
- Rudman Hall, Second Floor
- Rudman Hall, Room G-30
- Rudman Hall, Room G-44

### SECTION 7: REASON FOR REQUESTING ACCESS

Please provide the reason why you are requesting access: ____________________________

---

June 2014
I certify that the above information is accurate and true.

Printed Name: ____________________ Signature: ____________________

UNH ID #: ____________________ Date: ____________________
(last 4 digits only)

SECTION 9: SUPERVISOR SIGNATURE

I hereby grant approval for the above listed applicant.

Printed Name: ____________________ Signature: ____________________

Title: ____________________ Department: ____________________

Activation Date: ____________________ Deactivation Date: ____________________

*The deactivation date may not be >2 years from date of activation.

SECTION 10: FACULTY/STAFF SPONSOR FOR RUDMAN 2nd FLOOR

I hereby agree to sponsor and supervise the applicant while working in restricted areas on the 2nd floor of Rudman Hall.

Printed Name: ____________________ Signature: ____________________

SECTION 11: CHAIR / PROGRAM DIRECTOR SIGNATURE

Printed Name: ____________________ Signature: ____________________

Section 12 must be completed if access to Rudman 2nd floor, G-30, G-40 or G-44 is requested.

SECTION 12: IBC CHAIR /BIOSAFETY OFFICER/EHS DIRECTOR SIGNATURE

I hereby grant approval for the above listed applicant to access restricted areas of Rudman Hall.

Printed Name: ____________________ Signature: ____________________

CARDKEY ADMINISTRATOR SIGNATURE: ____________________

Printed Name: ____________________ Date Access Granted: ________________