

**UNIVERSITY OF PENNSYLVANIA SCHOOL OF MEDICINE
DIVISION OF SAFETY AND SECURITY**

ELECTRONIC ACCESS KEY PROCEDURE

INITIAL ISSUANCE OR REISSUANCE OF ACCESS KEY

1. The staff person is given an "Access Key Application" form (attached hereto and made part hereof) by his/her business administrator or the Security office at 109 Stellar-Chance Laboratories.
2. The "Access Key Application," which initially only permits perimeter access into the School, must be completed in detail and submitted to the appropriate departmental business administrator for his/her signature and to list additional areas where specific access may be required.
3. Once the department's business administrator has reviewed the completed "Access Key Application," added department specific access needs to the form, and signed same, the form is to be submitted to School's Access System Administrator at 109 Stellar-Chance Laboratories for processing.
4. In cases where the staff person is required to access areas under the management of University Laboratory Animal Resources (ULAR), he/she must submit their completed form, after it has been signed by the department business administrator, to the manager of the ULAR facility to which access is required. The ULAR manager will then specify what access is authorized and sign the form indicating his/her approval. The form will then be submitted to the School's Access System Administrator for processing.
5. The Access System Administrator will accept the completed form with all required signatures, review the form for any inconsistencies, and advise the person as to when their black access key will be completed and ready for pick-up.
6. The Access System Administrator will check the person's name, as it appears on the completed form, against all same or similar names already in the electronic access control system. If the person's name is located in the access control system, it is likely that he/she has already had a black access key issued previously.
7. If it is found that the person has had a black access key issued under their name, or some deviation thereof, on a previous occasion, the department's business administrator is notified of the situation and advised that the applied for black access key will not be issued until such time as a reasonable, verifiable explanation can be obtained. Dependent upon the explanation, the processing of the black access key will either proceed or placed on hold until outstanding issues can be resolved. As an example, the original black access key that was issued had been lost and the person failed to report same, and through this process, lost key notification had been made and the person pays the \$15.00 fee for the lost key, thus enabling issuance of the new black access key.
8. Under normal circumstances, black access key processing is complete within 24 hours. Delays may result in cases that are abnormal, such as explained in #7. Processing requires that all of

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the information contained on the application form be inputted into the CASI-RUSCO Picture Perfect Electronic Access System by the Access System Administrator. After that has been completed the number from a particular black access key is inputted as assigned to the applicant in question.

9. Once the "Access Key Application" has been processed and a black access generated in accordance therewith, the black access key, the "Access Key Application," and a memorandum explaining "Rules, Responsibilities, and Operating Instructions for Access Key Holders" (attached hereto and made part hereof) are all filed together in folders identified with each School Medicine department four digit code. The file folders are secured in a locked drawer accessible only to the Access System Administrator and the Director of Security.
10. When the applicant returns to the Security office at 109 Stellar-Chance Laboratories to retrieve his/her black access key, they are to state their identity and department name. The Access System Administrator will then retrieve the black access key from the file in the locked drawer. Prior to the actual issuance of the black access key, the applicant must produce an ID card from the University of Pennsylvania, Hospital of the University of Pennsylvania, Presbyterian Medical Center or Children's Hospital of Philadelphia. If the person is a new University staff person, they are permitted to substitute their ID card with a photo driver's license.
11. In certain cases, when jointly approved by a department administrator and the Access System Administrator, a designated individual may be granted authorization to retrieve specific black access keys for a given department. This person, who is generally the department's hand-carry mail courier, must be listed on the particular department's access key authorization form. In such instances, the courier must provide a valid ID card for the institution of employment. Item number 12 below is then followed.
12. The black access key and the memorandum on the "Rules, Responsibilities, and Operating Instructions for Access key Holders" are then issued. The person must sign and date the "Access Key Application" as the final step in the process. The Access System Administrator will give the person a brief description on how the black access key should be used. This brief description is intended to assist the person in their immediate use of the black access key and is not intended to replace the careful reading of the accompanying memorandum.
13. The signed and dated "Access Key Application" is then filed by the Access System Administrator.

ACCESS KEY ISSUANCE FOR CONTRACTORS / VENDORS

1. The contractor/vendor is given an "Access Key Application" form (attached hereto and made part hereof) by the Access System Administrator at the Security office in 109 Stellar-Chance Laboratories.
2. In the case of contractors, the "Access Key Application," which initially only permits perimeter access into the School, must be completed accurately and in detail and submitted to the appropriate building administrator or the School's Director of Operations and Engineering for his/her signature in the business administrator's space and to list additional

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areas where specific access may be required. In the case of vendors, the individual must complete the "Access Key Application" in an accurate and detailed manner. Once this step has been completed, the person must have their immediate supervisor or higher corporate official sign and date in the business administrator's space. The person must then obtain a letter from his/her management, written on company letterhead, detailing the person's business within the School of Medicine along with the days and times of the week that the person will require building access. At no time will vendors be given access other than perimeter doors. **Contractors and vendors are strictly prohibited from having access into any ULAR facilities.**

3. Once the building administrator/Director of Operations and Engineering has reviewed the completed "Access Key Application," added specific access needs to the form, and signed same, the form is to be submitted to School's Access System Administrator at 109 Stellar-Chance Laboratories for processing. Vendors will follow the same procedure after receiving approval from their supervisor or other corporate manager of the "Access Key Application" and obtaining the letter that must accompany the application form.
4. The Access System Administrator will accept the completed form with all required signatures, and review the form for any inconsistencies. The Access System Administrator will then take a Polaroid photograph of the applicant for use on a School of Medicine contractor/vendor ID card. The person will then be advised when their black access key will be completed and ready for pick-up.
5. The Access System Administrator will check the completed form against all same or similar names already in the electronic access control system. If the person's name is located in the access control system, it is likely that he/she has already had a black access key issued previously.
6. If it is found that the person has had a black access key issued under their name, or some deviation thereof, on a previous occasion, the Access System Administrator will decline issuance of another black access key to the applicant. Forgoing any complications, black access key processing is complete within 24 hours. Delays may result in cases that are abnormal, such as explained in #6. Processing requires that all of the information contained on the application form be inputted into the CASI-RUSCO Picture Perfect Electronic Access System by the Access System Administrator. After that has been completed the number from a particular black access key is inputted as assigned to the applicant in question.
7. Once the "Access Key Application" has been processed and a black access generated in accordance therewith, the black access key, the "Access Key Application," and a memorandum explaining "Rules, Responsibilities, and Operating Instructions for Access Key Holders" (attached hereto and made part hereof) are all filed together in folders identified with each School Medicine department four digit code. The file folders are secured in a locked drawer accessible only to the Access System Administrator and the Director of Security.
8. When the contractor/vendor returns to the Security office at 109 Stellar-Chance Laboratories to retrieve his/her black access key, they are to state their identity and company name. The

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Access System Administrator will then retrieve the black access key from the file in the locked drawer. Prior to the actual issuance of the black access key, the applicant must produce a photo ID card, e.g. a photo driver's license.

9. The black access key, the memorandum on the "Rules, Responsibilities, and Operating Instructions for Access key Holders," and the contractor/vendor ID card are issued after the person pays a \$15.00 refundable deposit for the key. Payment can be made in cash or by check. The person must sign and date the "Access Key Application" as the final step in the process. The Access System Administrator will give the person a brief description on how the black access key should be used. This brief verbal description is intended to assist the person in their immediate use of the black access key and is not intended to replace the careful reading of the accompanying memorandum.
10. The signed and dated "Access Key Application" is then filed by the Access System Administrator.

ADDING / DELETING LEVELS OF ACCESS - ACCESS KEY

1. The business administrator for the department in which the person is employed must submit another "Access Key Application." As with initial application for a black access key, the form must be completed in detail with accurate data.
2. The departmental business administrator will write on the "Access Key Application" the specific area(s) that he/she would like to add to or delete from the person's black access key. The additions or deletions will be made from the person's originally approved access or access approved subsequent to initial issuance.
3. Once the "Access Key Application" is received by the Access System Administrator in the Security Office, 109 Stellar-Chance Laboratories, he or she will add or delete the access level specified on the form. This process is done immediately upon receipt of the completed form through the CASI-RUSCO Picture Perfect Electronic Access System. There is no need for the Access System Administrator to have physical possession of the person's black access key. The "Access Key Application" is then filed.

DEACTIVATION OF ACCESS KEY

1. Once an employee has been terminated or transferred to another department, the Access System Administrator receives a "Access Key Termination Notification Form" (attached hereto and made part hereof) from the department business administrator or a computer generated report from the School of Medicine's Business Office.
2. In most cases, the black access key to be deactivated will be attached to documentation originating at the department level. It is the sole responsibility of the department to retrieve

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black access keys from those leaving the department and to return same to the Access System Administrator at 109 Stellar-Chance Laboratories.

3. Once received by the Access System Administrator at 109 Stellar-Chance Laboratories, the black access key number is inputted into the CASI-RUSCO Picture Perfect Electronic Access System to enable the Access System Administrator access into the individual file for the person to whom the black access key was issued.
4. After accessing the person's file, the Access System Administrator will deactivate the black access key by deleting the key number and all relevant information pertaining thereto.
5. The deactivated black access key is then placed back in inventory to be reissued at a later date. The "Access Key Termination Notification Form" is filed.