

## How to Complete the Columbus Center Badge Access Authorization Form

**Position Title:** List position title as it should appear in the Columbus Center Online Google and IMET Directory.

**E-mail Address:** List a preferred Institutional e-mail address for the new hire. This will be used for the directory and all appropriate IMET and Columbus Center e-mail lists

**Employee ID #:** Use ID number assigned by your home institution. If there is no ID number assigned, departments may use a passport number, VISA number, or any other identifying document number in this section (**DO NOT USE SSN**).

**Appointment Dates:**

Type of Employee:	Badge Activation Max.
USM Faculty	10 years
USM Staff	10 years
Graduate Assistants	5 years
Et als. (FRAs and Post Docs, Paid)	5 years
Et als. (FRAs and Post Docs, Unpaid)	1 year
Non Paid Interns	1 year
Non Paid Graduate Students	3 years

**Affiliation:** Circle the affiliation of the home USM institution.

- Employees who work offsite specify “offsite” in the Other section
- Use Other section to specify information not affiliated with Columbus Center

**Email Lists:** Circle all email lists that apply to the individual

Email Lists	Description
CCALL ( Columbus Center All)	All Building Personnel
IMETALL (UMB,UMBC,UMCES)	Faculty, Staff, Students and IMET non-paid affiliates
IMETFAC	All IMET Faculty at the Columbus Center
IMETFACMEET(UMB,UMCES,UMBC)	IMET Faculty Only
ETAL(et al)	Post doctorals, Faculty Research Assistants, Lab Technicians, and Lab Managers
GSA (Graduate Student Association)	IMET Graduate Students Only
LAB Package Delivery	Loading Dock Deliveries

### **ARC/ Zebra fish /Algae Kitchen Access:**

- All Lab personnel must be trained by Steven Rodgers prior to obtaining ARC and/or Zebra Fish room access
- ARC and Zebra Fish access will be granted only after the Columbus Center Badge form is signed by both the ARC Manager (Steven Rodgers and ARC Director (Yonathan Zohar).
- *The IMET Home Institution will issue the Animal Facility Use and Training Checklist SOP (form) to all new personnel*
- *New personnel will be responsible for contacting Steve Rodgers to schedule a time for training*
- Indicate on the Columbus Center Badge form the access required. Select: ARC and/or Zebra Fish rooms
- Dr. Yonathan Zohar, ARC Director has the approving authority for Zebra Fish Access.
- ARC and Zebra Fish Access Designee: John Stubblefield; Kevin Sowers or Russell Hill
  - *If badge is issued **BEFORE** completion of the ARC and/or Zebrafish access training; the original authorization form should remain with the employee or the Home Institution to obtain all signatures that are required for access.*
- Columbus Center Facilities (Security, Mike Yates or Matt Moore) will provide the system access for ARC.
  - *When ARC access is granted, Security will return the original form to Shared Services*
- **Algae Kitchen:** Access is NOT needed for the Algae Kitchen (Contact: Oded Zmora @ [zmorao@umbc.edu](mailto:zmorao@umbc.edu) for usage)

### **Key(s) Issued (Table at bottom of form):**

The door keys to lab(s) and/or offices are determined based on need, and requested by filling in the key numbers at the bottom of the page.

- Keys are provided by the Security guard with proper paperwork. Security will notify Matt Moore if keys are unavailable at Security desk.
- Contact Matt Moore with the room numbers if you do not have the number for the key(s).

**Badge Number:** Completed by Security guard when badge is created

### **Required Signatures:**

- Employee
- Faculty/Administrator: **PI or Home Institution Administrator**
- Columbus Center Human Resources: **Tonya Queen (Backup: Administrative Director)**
- Security Coordinator: **Matt Moore or Mike Yates**

### **Additional Information: Renewals/Changes/Updates**

- **New forms have to be completed for new hires, rehires and changing Institutions within Columbus Center building only. Rehired employees previously in badge system will be required to complete new form.**
- **To extend an expiration date on a badge – email both Matt Moore ([mmoore@umbc.edu](mailto:mmoore@umbc.edu)) and Tonya Queen ([queent@umbc.edu](mailto:queent@umbc.edu)). The email should include the new end date.**

- **Replacement badges :** Home Institution Administrator only should update existing forms Submit a copy of previous authorization form with the written word "replacement" on the top portion of the form to the front desk for new photo ID. Contact Tonya Queen if you do need a copy.
- **Expired badges :** To activate, Home Institution Administrator only should send email request to Matt Moore @ [mmoore@umbc.edu](mailto:mmoore@umbc.edu) and Tonya Queen @ [queent@umbc.edu](mailto:queent@umbc.edu)

Columbus Center Shared Services will be the office of record for badge and key information  
Original Form returned to Tonya Queen after badge is issued

### Columbus Center Badge Access Authorization Form

All employment and appointment forms have been reviewed, submitted and accepted by my affiliate campus Human Resources & employing department personnel. Visiting faculty, visiting and volunteer scientists and student must be appointed before they can receive a photo ID/access card and before this form can be signed off. **Photo ID's and key requests will be processed Monday through Friday between the hours of 9:00 am and 2:00 pm only.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

I agree to attend any necessary safety video or orientation presentation(s) and to comply with all Environmental Health & Safety direction(s) required in my work area. I also agree to contact my affiliated campus Safety Officer to make certain that I understand what training is needed for compliance and to receive needed training.

I agree to return all access materials at the end of my appointment or termination to the Columbus Center Facilities Department.

I understand that effective January 1, 2016, I will be subject to a charge of twenty-five (\$25.00) dollars for the replacement of a lost or stolen photo ID/building access badge and a replacement fee of fifteen (\$15.00) dollars for any door key replaced, or not returned at the end of my appointment/employment.

Initial period of appointment \_\_\_\_\_ to \_\_\_\_\_.

Access will be terminated at the end of your appointment unless an extension form is completed and signed by all necessary personnel.

Circle Affiliation: UMB UMBC UMCES TU USM Other (Specify)

Circle All Applicable Email Lists: CCALL, IMETALL, IMETFAC, IMETFACMEET, ETAL, GSA, LAB Package Delivery

ARC SOP Training: Yes \_\_\_\_\_ No \_\_\_\_\_ ARC Manager Signature \_\_\_\_\_

ARC Access: Yes \_\_\_\_\_ No \_\_\_\_\_ ARC Director Signature \_\_\_\_\_

Zebra Fish Access: Yes \_\_\_\_\_ No \_\_\_\_\_ ARC Director Signature \_\_\_\_\_

P.I. Name \_\_\_\_\_

Assigned building location: Laboratory Room # \_\_\_\_\_ Lab Phone # \_\_\_\_\_

Office Room # \_\_\_\_\_ Office Phone # \_\_\_\_\_ Alt# \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty/Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Columbus Center Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Security Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Badge #	Key(s) Issued	Date Received	Signature	Date Returned	Signature