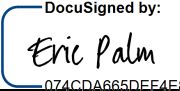




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National High Magnetic Field Laboratory Safety Program

TITLE: Access and Security Program	SUBJECT: Security Badging, Key Requirements and Access Procedures
PROGRAM NUMBER: SP-29	EFFECTIVE DATE: 7/16/2009
REVISION NUMBER: 003	REVISION DATE: 1/8/2024
ISSUING AUTHORITY: Safety & Admin	REVIEW DATE: 2/13/2024
Additional Approval Signatures on Revision and Approval Page	APPROVAL: NHMFL Deputy Lab Director  <small>074CDA665DEF4E8</small>

Overall Mission and Overview:

The National High Magnetic Field Laboratory (NHMFL) Environmental, Health, and Safety (EHS) program's mission is to:

Provide support and guidance to all NHMFL departments with the implementation, maintenance, and review of a comprehensive environmental, health, and safety program. The goal of the MagLab's EHS program is to control, reduce, or eliminate work-related injuries, illnesses, and loss of NHMFL resources.

The NHMFL is charged by the National Science Foundation (NSF) to safely:

- Promote magnet-related research to serve an interdisciplinary scientific user community.
- Provide unique high-magnetic-field facilities through a competitive and transparent proposal review process.
- Advance magnet and magnet-related technology.
- Partner with universities, other national laboratories, and industry to enhance national competitiveness in magnet and related technologies.
- Serve the NSF as a prominent example of its successful stewardship of large research facilities.
- Support science and technology education in the United States.
- Increase diversity in the science, technology, engineering, and mathematics workforce.
- Promote collaboration among our three partner institutions: Florida State University (FSU), the University of Florida (UF), and Los Alamos National Laboratory (LANL).



ACCESS AND SECURITY PROGRAM INDEX

1.0 PURPOSE 3

2.0 SCOPE 3

3.0 ACCESS CARDS and ID CARDS 3

4.0 ACCESS AND ID CARDS DEFINED 4

 4.1 NHMFL Employee/Affiliated Staff: 4

 4.2 User: 4

 4.3 Contractor: 4

 4.4 Visitor: 4

 4.5 Minors: 6

5.0 OBTAINING ACCESS/ID CARDS 6

6.0 DISPLAYING ACCESS/ID CARDS 6

7.0 TERMINATING AND DISABLING ACCESS/ID CARDS 7

8.0 KEYS: Securing the NHMFL Facility 7

Definitions: 7

Issuance of NHMFL keys: 7

Key Return Policy: 8

Duplication or Transferring of Keys: 8

9.0 Appendix A: Badge Request Form 9

10.0 REVISIONS and APPROVALS: 10



1.0 PURPOSE

Building security, issuance, and control of access, keys, and ID Cards.

2.0 SCOPE

To establish policy and procedures to issue and control keys, Access Cards/ID Cards for personnel, vendors, contractors, visitors, and guests.

3.0 ACCESS CARDS and ID CARDS

Access Cards/ID Cards are issued to provide access to the National High Magnetic Field Laboratory (NHMFL) and will identify restricted areas within the building, depending upon an individual's access level.

Access Cards/ID Cards are for the sole use of the individuals or organizations to whom issued and will be used only in the performance of the individual's or organization's official duties. It is both strictly prohibited to allow other individuals into the facility and to transfer a personal Access Card/ ID Card to any other individual.

All visitors must sign in at the front desk and obtain a visitor's badge. All visitors must be escorted by NHMFL personnel until they have obtained the necessary safety training to be in the facility unescorted. At that time, they will be issued the appropriate badge or ID card by the department coordinator of the department they are visiting. Visitors not possessing or displaying a badge or ID Card shall be escorted to the reception desk to register as a visitor by any NHMFL employee. Visitors refusing to wear a badge or ID card will be escorted from the building by Safety personnel or FSUPD.

NHMFL Employees and Affiliated Staff not wearing Photo ID/Access cards will be required to sign in as a Visitor at the reception desk and wear a visitor badge. If the Employee or Affiliated Staff refuses to wear their Photo ID/Access card, the Safety Department will be notified and shall report the Employee or Affiliated Staff to their supervisor and the NHMFL Director. Refusal to wear Photo ID/Access cards can also result in deactivation of the card.

Lost, stolen, or damaged Photo ID/Access cards must be reported to the Safety Department so that card can be immediately deactivated. The Employee or Affiliated Staff must register at the front desk as a visitor and obtain a visitor badge until their card is replaced.

All prearranged group tour participants will be required to display a label indicating their organization. Non-routine deliveries, such as food orders, flowers, etc., will be delivered to the security/reception desk. These delivery personnel will not be granted access to the building. Any visitor to the building after business hours, including holidays and weekends, must be escorted by a NHMFL employee at all times. The NHMFL employee will be responsible for all actions of the visitor while in the building.



4.0 ACCESS AND ID CARDS DEFINED

Table 1. Badge Types

Status	Card Type	Contact Person
NHMFL Employee/Affiliated	Photo ID/Access	Dept coordinator
Visitor	Visitor Badge	Reception desk
User	User Badge	Dept coordinator
Contractor	Contractor Badge	Dept coordinator

Description of Card Types

4.1 **NHMFL Employee/Affiliated Staff:**

The Photo ID/Access card will be distributed to NHMFL employees and Affiliated Staff who have taken the appropriate safety training. Employees and Affiliated Staff should contact their department coordinators to request cards. The Photo ID/Access card will display a photo, name, and department. All employees and affiliated staff will be able to enter the building by holding their card 2-3 inches from the card reader.

4.2 **User:**

The ID/Access Card which will be distributed to Users that require after-hours access to the facility will display the words "User", their name, and department name. These cards will be issued to the user by the department coordinator after the appropriate safety training has been taken.

4.3 **Contractor:**

A Contactor Badge will be distributed to Contractors that have had the appropriate safety training. The badge will display the words "Contractor Badge", the contractor's name, and the "Valid Until" date.

4.4 **Visitor:**

Visitors that have not had safety training prior to arrival and do not have an NHMFL ID card should sign in at the front desk, obtain a Visitor's Badge, and wait until their escort arrives to take them to their destination.

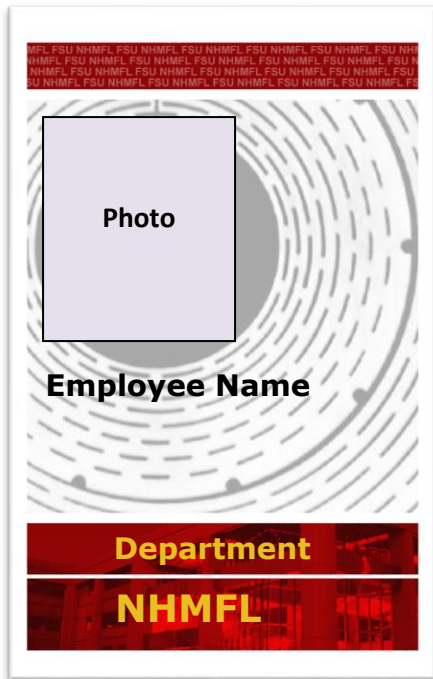
Visitors must be escorted at all times. They must be briefed, by their escort, on the hazards of any room or space that they will enter. They are not allowed to perform work.

Examples:

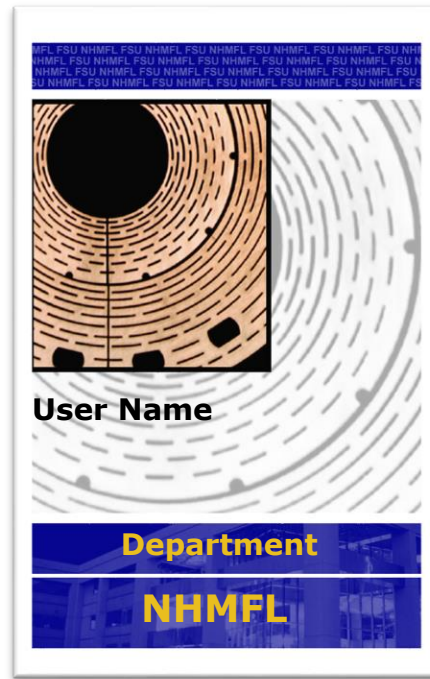
1. NHMFL Employee Badge
2. User Badge
3. Contractor Badge
4. Visitor Badge



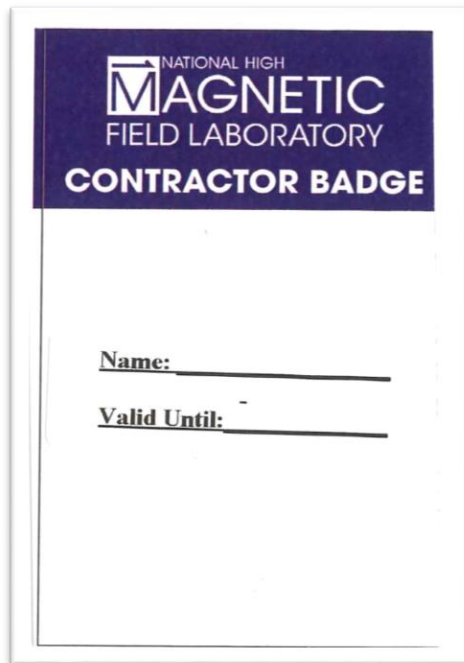
1. NHMFL Employee Badge



2. User Badge



3. Contractor Badge



4. Visitor Badge





4.5 **Minors:**

- Minors should be supervised at all times while in the building. Minors should never be alone in a lab space.
- Safety prohibits minors from performing the tasks listed in the Florida Child Labor Law guidelines.
- Any MagLab personnel working with minors must have a level 2 background check done through the university. This can be facilitated by the MagLab Human Resource office.
- Attendance for programs with minors will be kept at the front desk in order to provide an accurate list of students currently in the building.
- The sign in sheet will be kept at the front desk in order to provide an accurate list of minors currently in the building. In the event of an emergency, it will be placed in the red Fire Sweeper folder.
- No minors should be in the MagLab unsupervised. Minors should have their supervisors meet them in the lobby and escort the minors back to the lobby at the end of their shift.
- All minors should be supervised by some MagLab personnel while in the lobby.
- All minors will be given a non-access badge with a green lanyard for identification purposes. Please see safety if you have questions.
- Please contact Human Resource office for appropriate waivers and documentation requirements.

5.0 **OBTAINING ACCESS/ID CARDS**

Badging Operations:

All employees/affiliates that are in need of an access badge or replacement badge (lost/misplaced/damaged) must:

- Have completed all assigned trainings
- Fill out the **Badge Request Form** (appendix A)
- Schedule an appointment with the MagLab Safety Office

If an employee/affiliate has an access issue or badge issue, they may report it to safety@magnet.fsu.edu for assistance.

6.0 **DISPLAYING ACCESS/ID CARDS**

Employees, affiliated staff, visitors, contractors, and users will display cards in a prominent location at all times in the building. Cards may not be attached to a purse or pants pocket or concealed by an outer garment. Card is not to be altered or defaced in any way as to obscure the original intent of the card. Card clips, neck lanyards, and arm bands will be provided for displaying the cards.



7.0 TERMINATING AND DISABLING ACCESS/ID CARDS

Upon knowledge of resignation/termination of an employee, the employee's supervisor and/or department coordinator must immediately notify the NHMFL Safety Office, collect the Access/ID Card, and personally deliver the Access/ID Card no later than the last day of employment to the NHMFL Safety Office.

- Lost, misplaced and damaged ID Cards will immediately be deactivated by the safety department once notified.

8.0 KEYS: Securing the NHMFL Facility

Definitions:

- **University Access Master Key (Z-key):** Provides access to all buildings within the Florida State University system. This key is restricted to FSUPD and Key Shop personnel only.
- **Building Master Key:** Operates all locks in a facility system hierarchy.
- **Interior Master Key:** Provides access to a smaller group of spaces within the NHMFL not identified as Safety or Confidential access areas. The issuance of this key is restricted to persons authorized by the Safety Department.
- **Safety Master Key:** Provides access to a smaller group of spaces within the NHMFL where an additional level of security is required. The issuance of this key is restricted to persons authorized by the Safety Department.
- **Confidential Master Key:** Provides access to a smaller group of spaces within the NHMFL where the highest level of security is required to protect employee personal information. The issuance of this key is restricted to persons authorized by the Safety Director.
- **Building Sub-Master Key:** Provides access to a defined group of rooms within the facility hierarchy. Authorization for this key will be determined by the Safety Department.
- **Pass-Key:** Provides access to a single room/office/door/etc. within the facility hierarchy. Authorization is granted by the employee's Supervisor or Coordinator.

Issuance of NHMFL keys:

The objective is to provide adequate facility security for persons and property through the control of keys issued, to assure appropriate access to work areas by employees of the NHMFL, and to allow unrestricted access by FSUPD for reasons of security, safety, and health.



The NHMFL Safety Department Responsibilities:

1. Management of the NHMFL Keying System
2. Replacement or re-keying of lock cylinders
3. Controlling the issuance of keys

- All employees of the NHMFL will be assured access to their workspace. In most situations, keys will be issued directly to employees. As key holders, individuals will assume responsibility for the safekeeping and eventual return of facility keys.
- The Safety Department will facilitate key issuance and collection, along with the related key paperwork.
- All employees (A&P, USPS, and OPS) will be issued keys as needed to access office and/or work areas.
- All requests must be submitted online using a KEY REQUEST FORM to the Safety Department. The employee who is being assigned the key must pick up the key from the university key shop. They will be required to present FSU ID.

Lost or stolen keys: Will not be replaced until a police report has been filed with the FSU Police Department. Replacement requests for lost or stolen keys are submitted on the FSU Key Shop: Key Request Form.

Key Return Policy:

The FSU Key Shop is responsible for issuing, cutting, assigning, and tracking keys for the FSU campus.

Keys are to be returned to the FSU Key Shop when an employee terminates NHMFL employment, retires, transfers to another department, or changes room assignments.

Re-keying of a room or a group of rooms may result in employees being required to exchange an old key for a new one. The FSU Key Shop will assume responsibility for collecting the old keys before the employees receive new keys.

Duplication or Transferring of Keys:

No person may duplicate a NHMFL key or request unauthorized duplication of a key. No person may transfer any NHMFL key from an individual entrusted with the key's possession to an unauthorized person, or be in unauthorized possession of a NHMFL key. Keys in the possession of an unauthorized person may be confiscated. No person shall replace without proper permission, damage, tamper with, or vandalize a NHMFL lock or security device.



9.0 Appendix A: **Badge Request Form**

All new employees/affiliates that are in need of an access badge must schedule an appointment with Ashleigh Bolstridge abolstridge@magnet.fsu.edu or Chris Rodman rodman@magnet.fsu.edu, only if Ashleigh is not available. We will only be making new badges for those that have filled out the Badge Request Form.

- *If you or your employee/affiliate have an access issue, or your badge is not working, please contact the safety department at safety@magnet.fsu.edu.*
- *If you have lost/misplaced/damaged your badge, please notify the safety department at safety@magnet.fsu.edu. Fill out the Badge Request Form and schedule a time for a remake. This is a security risk and we need to immediately de-activate your current badge until we can get you scheduled to remake a new one.*

Request Type: New Request Replacement Badge (lost/misplaced/damaged)

Requestors Name:

Department Name:

Supervisors Name:

Coordinators Name:

Position Type:

Employee ID #:

<p>Safety Office Use Only</p> <p>Date Badge Issued: _____ Badge Type Issued: _____</p>
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10.0 REVISIONS and APPROVALS:

Revisions

Date	Revision #	Section(s)	Description
4/20/2018	1	All	Changed positions that provide authorization, store information, coordinate access process
10/01/2019	2	All	Document Review and edit – Access Committee
6/24/2021	3	All	Document Review and edit – Safety
9/8/2022	4	4.5 Minors	Added Minor Policy
9/8/2022	4	ALL	Document Review and edit – Safety
1/8/2024	5	All	Document Review and edit - Safety

Approvals

Title	Reviewer	Signature
Safety Director: NHMFL	Laymon Gray	DocuSigned by: Laymon Gray C78CA05E1B474F1...
Subject Matter Expert	Ashleigh Bolstridge	DocuSigned by: Ashleigh Bolstridge 3B8ACTCA92E0408...