

## **DRAFT Crary Security Procedures**

### **Crary Access**

Winfly/Summer: During normal office hours (Monday-Saturday, 0730-1730), all outside doors to Crary will be unlocked. After hours, all doors are accessible by key card and/or hard key – authorized personnel only.

Winter: During normal office hours (Monday-Saturday, 0730-1730), only the front door will be unlocked. All others are accessible by key card and/or hard key – authorized personnel only.

Any training, meetings, lectures, or tours conducted both during and after office hours must have a designated POC. The POC must check in and out with the Crary Admin, is responsible for all attendees, and must be certain everyone is in the proper place and is accounted for. The POC must remain on site until all participants are out of the building or other arrangements have been made.

### **Key Cards**

Key cards will be issued to all grantees, all NSF personnel, emergency services, and all support staff who reside in Crary as their primary work location. Key card access locations will depend on requirements specific to position and scientific need. Key cards will be granted to the above personnel on the condition that they attend a laboratory orientation and understand their responsibilities with respect to Crary safety and security measures.

All-access key cards will only be issued to the following personnel:

- Manager, Laboratory Science
- Sr. Asst Supervisor, Laboratory Operation
- Asst. Supervisor, Laboratory Operations
- Crary Facilities Engineer
- Fire Department

### **Hard Keys**

Hard keys will be issued depending on specific scientific and positional requirements. Hard keys will be granted on the condition that users attend a laboratory orientation and understand their responsibilities with respect to Crary safety and security measures.

All-access hard keys will only be issued to the Crary support staff and emergency personnel:

- Manager, Laboratory Science
- Sr. Asst Supervisor, Laboratory Operation
- Asst. Supervisor, Laboratory Operations
- Crary Facilities Engineer
- Fire Department

### **Shared-Use Equipment Rooms, Environmental Rooms, Staging Areas and Loading Docks**

Locked areas are accessible by key card only. Only Lab Staff, emergency services, and approved users are permitted access to these facilities.

Locked:

Radioisotope Laboratory 104  
Microscope Rooms 121 and 122  
Special Equipment Rooms 173 and 174  
Loading Dock 201

Unlocked:

Environmental Rooms 123, 124, 125, 126, 129, 130, 131, and 132  
Loading Docks 101 and 241  
Staging Area 237  
Aquarium Room 303  
Library/Kitchen  
Water Station, Phase 1

**Stock and Supply Rooms**

Open Stock Room 160

This room is now locked, accessible by key card and hard key only. Only Lab Staff, emergency services, and approved users are permitted access to these facilities. Anyone else must be escorted by an approved user.

Supply Services and Stockrooms 161 and 162

The back door to Room 161 will be shut and locked at all times, accessible by key card only. The front door will be closed whenever Room 161 is unstaffed.

Stockroom 181 (aka Anne Frank Room)

This room is now locked, accessible by key card and hard key only. Only Lab Staff, emergency services, and approved users are permitted access to these facilities. Anyone else must be escorted by an approved user. In addition, anyone entering this room is required to sign the log-in/out sheet hanging by the door.

IT Stockroom 233

This room will be unlocked during normal work hours as long as Room 232 is staffed. Whenever Room 232 is unstaffed, Stockroom 233 will be locked, accessible by hard key only.

Chemical Stock Rooms 135, 137, 138, 139, 140

These rooms are locked at all times, accessible by hard key only. Only authorized personnel are allowed in these facilities; all others must be escorted by an approved user. In addition, anyone entering these rooms is required to sign the log-in/out sheets hanging by the doors.

**Sign-Ins, Escorts, and Logs**

Anyone who does not work in Crary regularly is required to have a Crary resident 'sponsor' and must sign in and out of the building. This only applies to personnel conducting business in Crary, not folks walking through during business hours or attending a tour, meeting, training, or lecture. The sign in/sign out log is located at the Administrative Coordinator's desk. Records will be stored until the end of the current contract at which time length of record storage will be revisited.

Weekly electronic reports will be run from the DoorTek system and stored on the CSEC J Drive server. Records will be stored until the end of the current contract at which time length of record storage will be revisited.

**Outlying Rooms and Buildings**

Only the Crary Lab Manager, Research Associate, and Emergency Service personnel have hard key access to the Arrival Heights and Cosray laboratory facilities. Visitors to Cosray must sign in and out of the facility. Visitors to Arrival Heights are logged and reported on a monthly (winter/WINFLY) and weekly (summer) basis to the NSF Administrative Coordinator as per ACA requirements.

Only the Research Associate and Emergency Services personnel have access to the CTBT/AFTAC room in B-159.