

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:

- Use the start and end dates of the official HR appointment
- Hourly appointments and visitors/volunteer appointments may be active for period based on the appointment. Renewal at the time of the appointment renewal.
- Graduate Students/Graduate Research Assistant appointments may be active for a maximum of **5** years from start date of official HR appointment.
- Tenured Faculty and Regular Staff appointments may be **10 years from start date of official HR appointment.**

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

- CCALL (Columbus Center All)- everyone working in the building
- IMETALL (UMB, UMBC, UMCES)- Faculty staff, students, and non- paid affiliated with IMET
- 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 only
- GSA (Graduate Student Association) - IMET Graduate Students only
- LAB Package Delivery- For lab personnel who will receive e-mail notifications from the loading dock. Matt will be responsible for adding and deleting emails for package deliveries.

ARC/ Zebra fish /Algae Kitchen Access:

- *The IMET Home Institution will issue the Animal Facility Use and Training Checklist SOP (form) to all new personnel*
- *The new personnel will be responsible for contacting Steve Rodgers to set up a time for training*
- Indicate the access required. Select: ARC and/or Zebra Fish rooms
- Steve Rodgers must train all lab personnel prior to ARC and/or Zebra Fish room access

- ARC and Zebra Fish access will not be given until approvals from ARC Manager (Steven Rodgers and ARC Director (Yonathan Zohar) is given.
- Dr. Yonathan Zohar, ARC Director has the approving authority for Zebra Fish Access.
- ARC and Zebra Fish Access Designee: John Stubblefield or Kevin Sowers
 - *If badge is issued **BEFORE** completion of the ARC and/or Zebrafish access training; the original authorization form should remain with Tonya Queen 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 (contact: Tonya Queen)*
- **Algae Kitchen:** Access is NOT needed for the Algae Kitchen (Contact: Oded Zmora @ 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: Susan Jones)**
- 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) and Tonya Queen (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 and Tonya Queen @ 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 further agree that I may be subject to a charge of ten (\$10.00usd) dollars for the replacement of a lost or stolen photo ID/access badge or key, or if not returned at the end of my appointment (\$10.00 per badge or key).

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, NAIB, 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 # _____

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