

Mississippi State University
Mississippi Agricultural & Forestry Experiment Station (MAFES)
Forest & Wildlife Research Center (FWRC)
Facility Access Procedures

PURPOSE

The following procedure is established to promote a secure environment for our facilities by managing access of these facilities. Keys and card access are given to employees for the purpose of performing job duties while maintaining the safety and security of MAFES/FWRC facilities, personnel and research programs. This Standard Operating Procedure (SOP) describes the procedures by which control, dissemination, use, and access to FWRC/MAFES facilities will be managed.

GENERAL PROCEDURES

Access authorization will be made only by the Department and R & E Center Heads, under the authority of the MAFES/FWRC Director. Each department will have an Access Coordinator appointed by the Department Head. **Access Request Forms** (Appendix A) must be completed by anyone needing access to any facility. Permission will only be granted after the form is signed by the Department or R & E Center Head. The Access Coordinator in each department will be responsible for records of access to any facility, including the names of individuals to whom keys are issued, key inventory, dates of issue/return/loss. Similar records will be kept for card access.

It is acceptable for multiple departments to have one Access Coordinator especially when they are located in the same building.

The superintendent of Research Support would serve as Department Head related to access management of non-departmental buildings on the Foil Plant & Soil Science Farm, Leveck Animal Research Farm, the Bearden Dairy Research Center, and Black Belt Branch Experiment Station. Examples of these types of facilities would include shops and storage facilities.

It is the goal of MAFES/FWRC administration to have card access to all major office buildings on and off campus. These will be installed as funds are available.

RULES FOR KEY AND CARD ACCESS

The holder of access to any MAFES/FWRC facility assumes responsibility for the safekeeping of access (key, code or card).

ACCESS REQUESTOR RESPONSIBILITIES

1. Keys are the property of Mississippi State University.
2. Access Coordinator must be notified of any lost/stolen key(s), access card(s) or code(s)
3. Do not loan keys, card access, and/or access codes to others. You must assume responsibility for the conduct of any person(s) you admit to restricted areas.
4. When entering or leaving locked premises re-lock and secure all doors.
5. Building doors or windows shall not be propped or otherwise held open or left unlocked during hours when the facility is normally closed.
6. Return all keys to the access coordinator when they are no longer needed in the performance of duties, or prior to departure from the FWRC/MAFES/CALS/CFR. Verification should take place when completing the Separation Checklist.
7. All key returns must be made in person to the appropriate Access Coordinator.

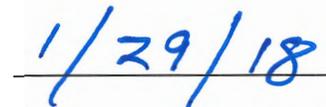
ACCESS COORDINATOR RESPONSIBILITIES

1. Access will be issued to employees and other personnel as approved by the Department or R & E Center Head.
2. All MAFES/FWRC (padlock or door keys) must be MSU's Best lock system under the MAFES Grand Master with the exception of E&G buildings on the main campus.
3. Do not duplicate or allow keys to be duplicated.
4. It will be the responsibility of the access coordinator to order new keys from the MSU Key Shop. A **New Key Request Form** (Appendix B) must be completed and it must be signed by the department head.
5. All Master/Sub-Master and SPEC key requests must be approved by the Director of MAFES/FWRC through the use of an **Access Request Form**.
6. The Access Coordinator will be responsible for periodic department audits of issued keys and access cards may be requested to ensure policy compliance.
7. The Access Coordinator will be responsible for insuring that each Access Requestor reads and signs the Facility Access SOP prior to issuing keys, card access or pin numbers.
8. Departments can develop more detailed access procedures as long as they do not conflict with the above Standard Operating Procedure.



Approved

George M. Hopper
Director, Mississippi Agricultural and Forestry Experiment Station
Director, Forest and Wildlife Research Center



Date

Appendix A
Appendix B

Provide a brief explanation as to why access is needed:

ACCESS HOLDER RESPONSIBILITIES

1. Keys are the property of Mississippi State University.
2. Access Coordinator must be notified of any lost/stolen key(s), access card(s) or code(s)
3. Do not loan keys, card access, and/or access codes to others. You must assume responsibility for the conduct of any person(s) you admit to restricted areas.
4. When entering or leaving locked premises re-lock and secure all doors.
5. Building doors or windows shall not be propped or otherwise held open or left unlocked during hours when the facility is normally closed.
6. Return all keys to the access coordinator when they are no longer needed in the performance of duties, or prior to departure from MAFES/FWRC. Verification should take place when completing the Separation Checklist.
7. All key returns must be made in person to the appropriate Access Coordinator.

NEW KEY REQUEST FORM

(From MSU Key Shop)

W/O #: _____

This form must be completed to obtain new keys from the MSU Key Shop. It is the responsibility of the Access Coordinator to complete this form and send it to the Key Shop.

ACCESS COORDINATOR'S NAME: _____

ACCESS COORDINATOR'S 9-DIGIT MSU NUMBER: _____

DATE REQUESTED: _____

KEYS REQUESTED:

	STANDARD KEYS: Building Name	DOOR: Room Number	COPIES: Number Requested	Date Keys Obtained	Key Numbers Received
1					
2					
3					
4					
5					

APPROVAL:

Department Head's Signature: _____

Director's Signature (Master, Sub-Master, and Spec Key Requests only): _____

Access Coordinator's Signature: _____