

Guidelines for Key Card Access & Physical Keys to Labs

A reminder on the processes to follow for requesting access from CITS to Research and Instructional spaces:

Research Spaces:

- All research related access to labs should be sent to Ramprasad Balasubramanian, r.bala@umassd.edu
- Once research related plans are approved, an email will be sent to the respective PI notifying them of approval.
- The PI will have to ensure that his/her students have reviewed the [EHS Training for COVID-19 Lab Safety Protocols](#) and have the Acknowledgment Form completed.
- The PI will need to submit the signed “[Employee Acknowledgment Form](#)” to Amy Pacheco, akampersol@umassd.edu and Zeina Madeiros, zmadeiras@umassd.edu
- The PI will then need to request access for their students by submitting a case to IT access management for key card access.
- For hard key access, the PI will need to submit a request to SimpleK @ <https://locksmith.umassd.edu>
- The list of researchers and their access to research labs should be reviewed and updated by the Office of Research Administration and researchers at the start of each semester.

Instructional Spaces:

- All instructional related to access should be managed by the Deans’ Offices.
- The Chairperson should send access approval to the Dean’s Office for their review and approval.
- The department/college technician and/or chairperson should maintain a log of who has access to what spaces and when, so overcrowding and unauthorized access are avoided.
- If the space has electronic access, department chairperson should contact IT access management about providing access to specific individuals.
- The list of students and their access to instructional labs should be reviewed and updated by the Dean’s office and chairpersons at the start of each semester.