

Key and Key Card Access Requests

Key and key card access requests are initiated by an employee's department and processed by UT Police after verification of authorized signatures. This document describes how to complete these requests.

UT Police provides two forms:

1. General University access (form 82A) for both physical key and ID badge access
2. Lab Animal Resource (LAR) access (form 82B) for both physical key and ID badge access

Both forms can be downloaded from the Master Forms list on the University's website. These forms are to be completed and signed electronically in Adobe Reader. **The Adobe Reader preferences must be set correctly to complete these forms (see below).** The red writing and buttons will not display when printed.

Definitions and Terms

For both general university access and LAR access requests, the following information is required:

Name: Employee or incumbent's full name, including middle initial, for whom access is to be granted. Format is Last Name, First Name MI.

ID #: Incumbent's 9 character badge number, including leading zeros.

Request Date: Date request is completed by the requesting department. The field will default to the current date the first time the field is completed.

Department: Full name of requesting department.

Dept. Code: Department ID of the requesting department.

Dept. Phone#: Contact phone number of requesting department administrator. Enter numbers only. Enter (7) digit or (10) digits. System will format automatically.

Bldg#: Three (3) digit building number. You can select from the building list at the end of this document or click the List Building button on the top of the form to display a drop list of buildings. To use this simply click in a Bldg # field and then locate the building you want and double click to select it and it will appear in the Bldg # field.

Room: Room number as noted on the room's doorplate.

Timeframe: Select either 24 x 7, 5:45 am – 11:45 pm x 7, or Other. If Other is selected, contact UTPD by email with the requested timeframe and an explanation why a special timeframe is necessary. This should be done prior to submitting the request form for authorized signature. Be sure to attach UTPD's email response when submitting the access request form.

Core #: The core number of the door for which a physical key is being requested. The core number is stamped directly from the metal core on the door lock. Newer cores do not have a number stamped on them and the supervising department is provided with a list of each door and core number.

Key #: Key serial number recorded by UTPD staff. **Peg #:** Key peg number recorded by UTPD staff.

Authorized Signature & Date: Request forms must be electronically signed by the employee's department, the room supervisor's department (if different from the employee's department), and the LAR signature authority, if LAR access is requested. Electronic, or digital, signatures generated in the Adobe reader are acceptable as are digital certificates requested through the Information Security Office. Copy and paste of scanned hand-written signatures are NOT accepted.

For Lab Animal Resource access requests (form 82B only), the following additional information is required:

Principal Investigator: The name of the supervising principal investigator.

Protocols that the requestor is listed on: Research protocol number that the requestor is listed on which are relevant to this request.

IACP Training Complete: State whether Institutional Animal Care Program training is complete. Contact IACP at 567-3718 if training is needed.

DLAR Training Complete: State whether training provided by Department of Lab Animal Resources is complete. Contact DLAR at lar@uthscsa.edu if training is needed.

Tips and Notes:

1. Refer to HOP section 8.7.12 for policy and additional information governing keys and key cards.
2. Only department Chairperson or Director signatures will be accepted.
3. Physical keys are not issued to Persons of Interest (POI's as defined in the Human Resources system) unless prior approval is obtained from UT Police.
4. Save each access request with a unique file name so it can be located quickly once filed. Example- "Access_Request_John_Smith_M1000_11_1_2011.pdf".
5. Submit separate requests for general university access from LAR access requests. Note- If combined onto one form, general access will not be granted until the LAR access is approved.
6. Fields on the form will be locked once the first digital signature is placed on the form and this action cannot be undone. A new form must be completed if changes are necessary.
7. Save a copy of the form prior to requesting approval in case modifications are needed.
8. Paper copies of access requests will not be accepted after January 1, 2013.
9. Set Adobe Reader preferences:
 - a. In Adobe Reader, navigate to Edit > Preferences
 - b. Select Documents from the categories column
 - c. Change the "View Documents in PDF/A mode" setting to Never, and click OK.

10. Emergency approval process- If the authorized signature authority is not available, contact Access Control in UTPD and request alternate approval options. The Operations Division Commander or the Chief of Police can authorize access in emergency situations.
11. Physical keys are held for 10 days by UTPD. If not picked up, the keys are returned to inventory and a new request must be submitted.

General University Access

The requesting departmental must:

1. Download form UTPD 82A from the University website and complete the relevant sections. The form is fillable and savable. Save using a unique file name.
2. Obtain electronic signature of the Department chairperson via email
3. Obtain electronic signature of the room owner's chairperson via email, if the room is not under the direct supervision of the requesting department
4. Submit form to UTPD via email at access@uthscsa.edu or click on the Email UTPD button.
5. Upon verification of signatures, key card access will be granted or keys provisioned.
6. If physical keys are requested, the recipient will be contacted to pick them up and sign for them.
7. UTPD will notify the requesting department by email when access is implemented and/or keys are dispensed.

Lab Animal Resources Access

The requesting departmental must:

1. Download form UTPD 82B from the University website and complete the relevant sections. The form is fillable and savable. Save using a unique file name.
2. Obtain electronic signature of the Department chairperson via email.
3. Submit form to DLAR via email at lar@uthscsa.edu or click on the Email LAR button.
4. Upon verification of appropriateness and required training, DLAR will sign form electronically and forward to UTPD.
5. Upon verification of signatures, key card access will be granted or keys provisioned.
6. If physical keys are requested, the recipient will be contacted to pick them up and sign for them.
7. UTPD will notify the requesting department by email when access is implemented and/or keys are dispensed.

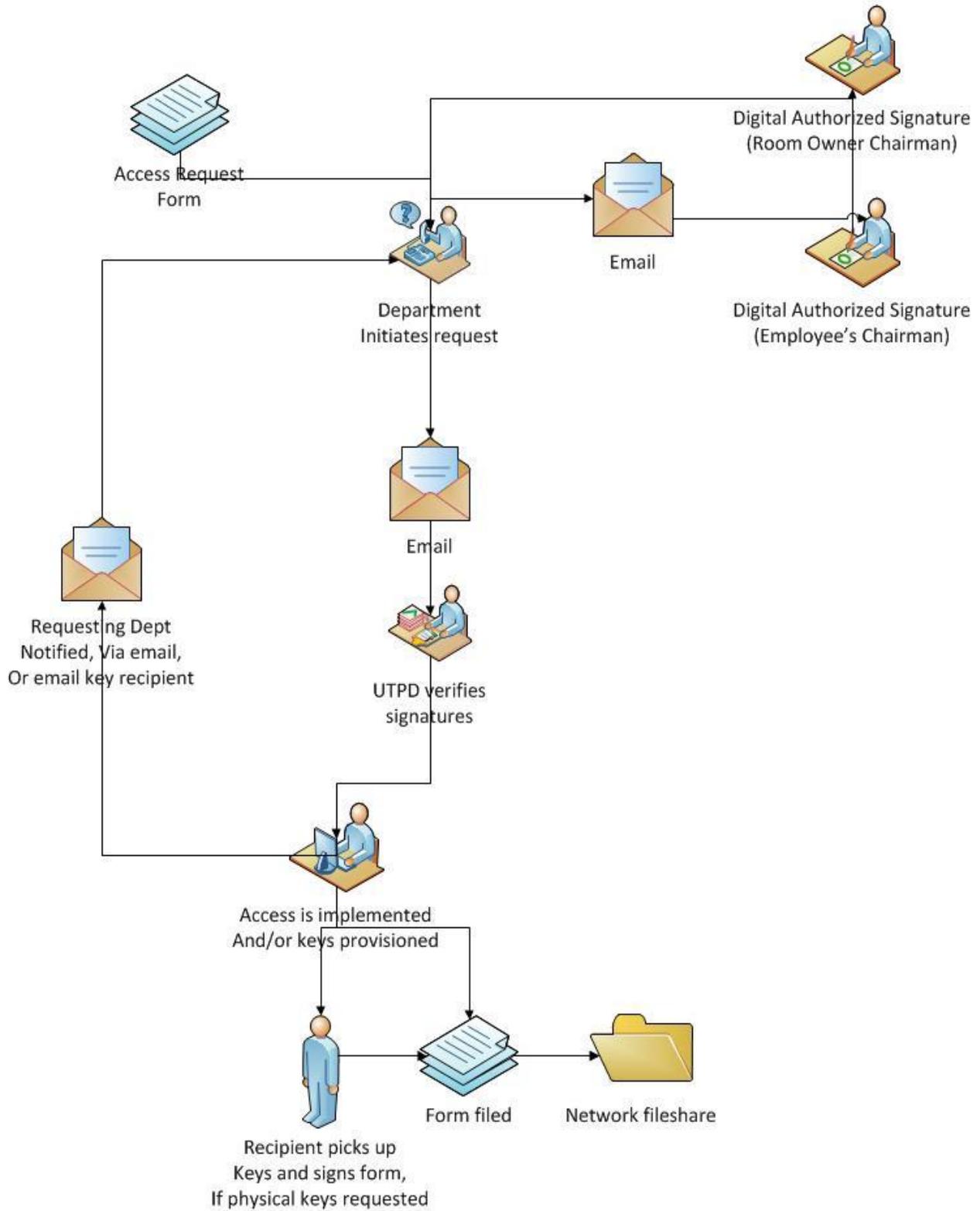
Workflow graphics for both request forms are located at the end of this document.

Building # List

001 MEDICAL SCHOOL BUILDING
002 DENTAL SCHOOL BUILDING
003 ADMINISTRATION BUILDING
004 FACILITIES MANAGEMENT BUILDING
005 ANNEX BUILDING
006 NURSING SCHOOL BUILDING
007 CAFETERIA BUILDING
008 POLICE BUILDING
009 LECTURE HALL BUILDING
010 LIBRARY BUILDING
011 UNIVERSITY PLAZA BUILDING
012 WAREHOUSE (PRINTSHOP)
013 GREENHOUSE BUILDING
014 REC. AREA RESTROOM
015 FACILITIES MANAGEMENT WAREHOUSE
016 EQUIPMENT STORAGE SHED
017 CENTRAL ENERGY PLANT
031 STORAGE SHED 1
032 PARKING GARAGE - LOT 4
033 GARAGE & BOOKSTORE - LOT 8
035 ACADEMIC & ADMINISTRATION BLD
200 GROUNDS TRAILER
201 UT POLICE TRAILER
205 OFPC TRAILER (DW)-GREEHEY CAMPUS
206 OFPC TRAILER (SW)-GREEHEY CAMPUS
207 FM NEW CONSTRUC TRAILER, GREEHEY
301 MCDERMOTT CLIN. SCI. BLD.
302 ALLIED HEALTH/RESEARCH BLD.
303 CTRL ENERGY PLANT-GREEHEY CAMPUS
304 GREEHEY CHILDRENS CA RESEARCH INST
305 MEDICAL ARTS AND RESEARCH CENTER
306 GROSSMAN BUILDING
307 ZELLER BUILDING
308 URSCHEL TOWER
309 PARKING GARAGE @ CTRC
313 SOUTH TEXAS RESEARCH FACILITY
401 HAYDEN HEAD BLD. @ IBT
402 S TX CTRS FOR BIOL IN MEDICINE
403 SBC TELECONFERENCE CTR
404 CAFETERIA @ TX RES PARK
405 SAM & ANN BARSHOP AGING INSTITUTE

407 INST FOR DRUG DEVELOP (IDD)
501 BLUFFCREEK TOWER
504 MED CENTRE RETAIL CENTER
506 ASHFORD OAKS OFFICE BLD.
512 ONE OAK HILLS
514 CHRISTUS SANTA ROSA TOWER I
518 CARRINGTON MEDICAL BLD.
519 SAN ANTONIO TECHNOLOGY CENTER
522 LAS OFICINAS DE AVENIDA GUADALUPE
523 SANTA ROSA PROFESSIONAL PAVILION
524 MED CENTRE PLAZA
525 WATER TOWER VILLAGE (MCALLEN,TX)
526 OAK VIEW MEDICAL BUILDING
527 ROSA VERDE TOWERS
528 CHRISTUS SANTA ROSA TOWER II
530 GREATVIEW OFFICE BUILDING
532 SOUTHWEST ONCOLOGY GROUP
533 8401 DATAPOINT BUILDING
534 GOLDSBURY BUILDING
535 WOOTEN PARK
537 KOENIG BUILDING
538 NORTHWEST CENTER BUILDING
539 NORTH UNION STREET
540 WESTGATE
541 CRYSTAL MALL
542 WESTOVER HILLS
544 STEINLE MEDICAL OFFICE BUILDING
545 HOLLY ROAD
547 STANTON PROFESSIONAL BLDG
548 THE ATRIUM
849 STEINLE MOB
550 WILFRED CASTRO
551 ONE TECHNOLOGY CENTER
701 HARLINGEN RAHC (HARLINGEN,TX)
702 D.D. HACHAR BLD. (LAREDO,TX)
703 EDINBURG REGIONAL ACAD HLTH CTR
704 HRAHC PUMP HOUSE (HARLINGEN,TX)
705 HRAHC ACAD & CLIN RESEARCH BLD
706 LAREDO ACADEMIC BUILDING
802 UNIVERSITY HOSPITAL
823 UNIVERSITY CENTER FOR COMMUNITY HEA

Access Request Process- General University Access
11/2/2011



Access Request Process- LAR Access
11/2/2011

