

# SMAST Access Request Form

## Section 1 - Requesting Department

Department: <input type="checkbox"/> DEOS <input type="checkbox"/> DFO <input type="checkbox"/> OTHER	Office Phone #:
Supervisor:	Cell Phone #:

## Section 2 - User Information

Name:	<input type="checkbox"/> Faculty/Researcher <input type="checkbox"/> Administration Staff <input type="checkbox"/> Student
Start Date: End Date:	<input type="checkbox"/> ContWorker <input type="checkbox"/> Visiting Scholar <input type="checkbox"/> Guest
*if employee, please indicate location and phone Campus Location: _____	* at least one ID is required HR EmpID: _____
Phone: _____	COIN ID: _____

## Section 3: Access Specification - please check all requested access and indicate the reason

✓	Role	SMAST EAST & WEST - ACCESS	Reason for Access
<input type="checkbox"/>	GUEST	<b>ENTRANCE ONLY:</b> <input type="checkbox"/> SMAST EAST <input type="checkbox"/> SMAST WEST	
<input type="checkbox"/>	STUDENT	<ul style="list-style-type: none"> <li>➤ SMAST EAST &amp; WEST - Main Entrances</li> <li>➤ Lab Wings - 198S, 198W, 298S, 298W</li> <li>➤ Shared Graduate Offices - 119, 120, 222, 223</li> <li>➤ Teaching Classroom &amp; Computer Lab- 142, 247</li> <li>➤ Departmental Support Labs</li> </ul>	
<input type="checkbox"/>	FACULTY/RESEARCHER	<ul style="list-style-type: none"> <li>➤ SMAST EAST &amp; WEST - Main Entrances</li> <li>➤ Lab Wings - 198S, 198W, 298S, 298W</li> <li>➤ Shared Graduate Offices - 119, 120, 222, 223</li> <li>➤ Shared Research Offices - 128, 129, 231, 232</li> <li>➤ Teaching Classroom &amp; Computer Lab- 142, 247</li> <li>➤ Departmental Support Labs</li> </ul>	
<input type="checkbox"/>	LABS	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lab 133 - <i>Cadrin</i></li> <li><input type="checkbox"/> Lab 134 &amp; 135 - <i>Stokesbury</i></li> <li><input type="checkbox"/> Lab 136 - TBD</li> <li><input type="checkbox"/> Lab 137 &amp; 138 - <i>He</i></li> <li><input type="checkbox"/> Lab 236 - <i>Bisagni</i></li> <li><input type="checkbox"/> Lab 242 - <i>MacDonald</i></li> </ul> </div> <div style="flex: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lab 237 &amp; 238 - <i>Chen</i></li> <li><input type="checkbox"/> Lab 239 - <i>Cowles</i></li> <li><input type="checkbox"/> Lab 240 - <i>Gangopadhyay</i></li> <li><input type="checkbox"/> Lab 244 - <i>Brown</i></li> <li><input type="checkbox"/> Lab 245 - <i>Fay</i></li> <li><input type="checkbox"/> Lab 246 - TBD</li> </ul> </div> </div>	
<input type="checkbox"/>	STAFF & DEAN'S SUITE	<input type="checkbox"/> Doors 202 & 299	
<input type="checkbox"/>	EXTERIOR OVERHEAD DOORS	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exterior Sea Water &amp; High Bay Storage - 148, 148D, 149</li> <li><input type="checkbox"/> Exterior 197 - Service (Dive, Chemical, Receiving)</li> </ul>	
<input type="checkbox"/>	SPECIAL AREAS *requires Dean signoff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chemical Storage &amp; Waste - 113 &amp; 114</li> <li><input type="checkbox"/> Tele/Data &amp; Server - 116, 221, 214</li> <li><input type="checkbox"/> Mechanical, Electric, Roof - 150, 219, 202</li> <li><input type="checkbox"/> <b>SMAST WEST</b> Server and Electrical - 201, 211</li> <li><input type="checkbox"/> <b>OTHER REQUESTED:</b> _____</li> </ul>	

Department Head/ Supervisor, PI: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Access Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

## Procedure for Issuing Key Cards to SMAST

**Access Requirements** - In order to access SMAST, an individual must:

- Be authorized by the Access Custodian.
- Be known to the University as:
  - An employee of UMass Dartmouth or be identified in the HR system as a Contingent Worker (an employee of an affiliated entity but not on our payroll). In either case, the **HR ID** must be supplied.
  - **OR** an active student of UMass Dartmouth and have a **Student ID**.
- Have a **UMassPass Card**.

### Initial Access Process

- The immediate supervisor must submit a **SMAST Access Request Form** specifying access level and reasons for access.
- The Access Request form should be submitted to the Access Custodian for approval.
- Once granted, the UMassPass Card will then be used to gain access.

### Access Stipulations

- Individuals **shall not share, duplicate, or alter** the UMassPass Card.
- Propping doors, piggybacking, or admitting unauthorized persons is prohibited.
- Violations of procedures and access stipulations may result in immediate suspension of access.
- UMass Dartmouth employee access to the locations in the Research Buildings will be reviewed and updated annually.
- Student access will be reviewed at the end of each semester and at the end of the summer and updated as necessary.
- Contingent Worker access may be granted in 6 month terms only and must be renewed at the end of each period.
- The supervisor of an individual with access to the Research Facility shall notify the Access Custodian if the individual requires a change in access to locations within the facility.

### Termination of Access

- The supervisor of an individual with access to the SMAST shall notify the Access Custodian if the individual no longer requires access to the facility. This may result from termination of an employee, graduation of a student, relocation of the student to another laboratory outside the SMAST facility, etc.
- UMass Dartmouth employees who end their employment will have all SMAST access terminated and any renewal of access must go through the initial process.

**Access for Vendors and Contractors** - In the case of a non-employee who needs access for an extended period of time, the department must contact Human Resources (HR) and have the individual entered as a Contingent Worker in the HR system, providing all necessary information on the individual. All Contingent Workers must be granted access with a pre-determined expiration date, which will not exceed 6 months. Access can be extended as long as necessary, but never more than 6 months at a time.

When emergency or very short term access is needed for special projects such as equipment installation or maintenance, prior arrangement must be made with UMass Pass to have a Guest Pass created under the supervision of an active employee. This pass must be for a pre-determined finite period of time. All access roles must be approved for the guest pass as with any other user.

**Questions** - Contact Eric Lyonnais @ **508-910-6304**