

Request for Temporary One Week Lift of USB Restriction

Notes:

- This form is only to be used to request a Temporary One Week (or less) lift of the USB Restriction.
- There can only be one person/computer per form and all requests will be reviewed.
- A Director or higher must approve the request and either electronically or wet sign the form.
- It is in Merck/MSD's legitimate business interest to safeguard our company assets and data. Therefore, for the duration of the temporary lift, all USB activity may be monitored.

If the form is incorrect or incomplete, it will be returned and won't be processed until corrected.

Complete all fields:

Enter a date range no longer than one week.

Start Date: 7 Apr 2020

End Date: 13 Apr 2020

Requester's Name	Meng Li	ISID	limeng8
Computer Name	CNWBCMRPRI30038	Country and Division	China, GCTO
Computer OS	Windows <input checked="" type="checkbox"/> Mac <input checked="" type="checkbox"/>		

**To obtain machine name, see instructions at the bottom of the form.*

The use of any company approved encrypted device should be reserved for business use. All data written to the device and/or shared must meet the compliance standards as documented in Policy 13.1 – Information Risk Management Policy.

***Mandatory Business Justification: Please provide the reason a lift of the restriction is required.**

CRA is preparing for site set up and EC submission for site 3301 MK-7902-010.

Site has its own clinical trial management system for documents reviewing. CRA need to upload program related documents to site's system.

But due to company computer cannot enter the system, and CRA has consult support center for many times, the issues still can not be resolved.

So CRA wants to apply the temporary access of USB restriction.

Examples of appropriate Business Justification:

"Medical authority requires to transfer documents with regulatory authority to site system for EC reviewing."

Approval Information:

Name and (ISID)

Title (Director or higher)

Signature (Wet or Electronic)

***To find the Computer Name: Windows Icon > Settings > System > About > Device Specifications**