**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: March 27 2020 End Date: April 05 2020   |  |  |  |  | | --- | --- | --- | --- | | **Requester’s Name** | Tomezzoli, Gloria | **ISID** | TOMEZZOG | | **Computer Name** | ITMILAHPRI361D9 | **Country and Division** | ITALY Managing Director Assistant | | **Computer OS** | Windows  Mac | | |   \*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.**

To apply digital signature for legal mandatory documents by USB Card Reader for Digital Signature

It’s extremely import due to COVID-19 crisis, so please enable this PS ASAP

Examples of appropriate Business Justification:

*“Transfer data/documents with regulatory authority.”*

*“Medical authority requires that drug submissions need to be burned to a CD or they won’t be accepted.”*

**Approval Information:**

|  |  |
| --- | --- |
| Name and (ISID) | psani2 |
| Title (Director or higher) | Italy Managing Director |
|  |  |
| Signature (Wet or Electronic) | Screen capture |

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

