Health Shared Services BC
A division of the Provincial Health Services Authority
Province-wide shared services. Better Value.

Database Services

SQL Server System Administrator Role Agreement

SQL Server instance(s):
SPDBSSPS010 SPDBSSPS011 SDDBSSPS001
Requestors Account(s):
SFHR\jcrosby1_sa .Sharepoint Support Admin SFHR\dowl SFHR\SQumsieh

Please choose one of the options below (Temporary/Permanent) for requested SYSADMIN role:

☒ **Temporary:**

Terms:

Please enter start/expiration dates for requested SYSADMIN role: *Nov. 15*
Start Date: _July 6, 2016_   **Expiration Date:** _~~Sept. 15~~, 2016_

HSSBC Database Services will not be responsible for monitoring the server(s) until expiration date. Upon expiry, Database Services will review SQL Server(s) status; any possible conflicts with standard configuration caused by temporary SYSADMIN privilege during above period will be resolved, and application/project will be charged. To avoid the conflicts, please make sure to follow the standards below:
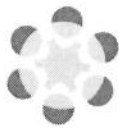
- **SQL Server's dedicated disk drives**
  H drive must only be used for data files (*.mdf, *.ndf), I drive for transaction log files (*.log), J drive for TempDB, and K for database backups; any miscellaneous files on these drives will be considered conflict with standard.
- **New Databases**
  New databases' data files must be on H drive, and transaction log files on I drive; if they are found on any other disk drives it will be considered conflict and must be relocated.
- **SA password/connections**
  SA account's password must not be reset; also SA or any other account with temporary sysadmin privilege must not be used for application's regular operations; any connections found to SQL Server databases using these accounts will be considered conflict.

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- **Grant sysadmin**

    Sysadmin privilege must not be granted to other accounts; if found will be removed

- **SSIS packages**

    SSIS packages should be saved in MSDB; if not possible, have external network shared folder set up and saved there; if any packages, or any package's input/output found on SQL Servers local disk drives it will be considered conflict.

☐ **Permanent:**

Terms:

- HSSBC Database Services will not be responsible for any regular maintenance jobs including backup, restore, and optimization tasks for the databases hosted on the server(s)
- HSSBC Database Services will not be responsible for monitoring the server(s).
- If there is any alerts on the server(s) which have been originally set up by standard built for Database Services team, they will be removed.

Signed by:

Mark Fussell

Requestor (Print name)

_____   July 5, 2016

Requestor Signature(s)   Date

DILLON BRAR

Application Owner/Manager (Print name)

_____   July 5, 2016

Application Owner/Manager Signature   Date

_____   _____

Manager, Database Services   Date