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Policy  
for

## NY CREATES - SUNY Polytechnic Institute Badge Issuance

### REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
11	DCN2131	Update Appendix 1 with latest ANT-00001-F1 version. Update where to send completed ANT-00001-F2. Update NY CREATES Terminology.	7-14-21	Joe Kosakowski	Joe Kosakowski

Prior revision history, if applicable, is available from the Document Control Office.

## 1 PURPOSE AND SCOPE

- 1.1 The purpose of this procedure is to outline the ID and Access Card requirements for the entire [Albany Nanotech Complex](#).
- 1.2 This procedure applies to all NY CREATES employees, SUNY Poly employees, tenants, students, professors, contractors, subcontractors, suppliers, and visitors that need exterior and/or interior access to NanoFab South, NanoFab South Annex, NanoFab North, CESTM, NanoFab Extension, their associated cleanroom and laboratories, Tech Valley High School (TVHS), Zero Energy Nanotechnology (ZEN) and the Central Utility Building (CUB).

## 2 DEFINITIONS

- 2.1 **Access Control** – Authorized NY CREATES personnel that programs proximity cards with authorized access codes, activates or deactivates each card, as determined by the NY CREATES - SUNY Poly ID - Access Cards Request Form **ANT-00001-F1** and other requirements stated in this procedure.
- 2.2 **NY CREATES - SUNY Poly ID - Access Cards Request Form** – The required form (**ANT-00001-F1**) to be completed by the Authorized Sponsor and submitted via Adobe to Access Control. Used to request ID badges and new access cards.
- 2.3 **Access Cards** – also referred to as the proximity card. With proper authorization, programmed by Access Control for employee or contractor is used on exterior or interior card readers within [the Albany Nanotech Complex](#).
- a) **General Site Access** – access to main exterior doors, common hallways, company-specific office spaces, non-laboratory areas and non-cleanroom areas; varies per individual depending on authorization.
  - b) **Cleanroom Access** – access to specific cleanrooms; varies per individual depending on authorization.
  - c) **Lab Access** – access to specific labs; varies per individual depending on authorization.
  - d) **ERT Access** – access specific to ERT members only.
- 2.4 **Authorized Sponsors** - NY CREATES / SUNY Poly Faculty, Staff and Students; Contractors; and each Tenant have representatives that are authorized to submit badge requests using **ANT-00001-F1** and access modifications via email to Access Control.

- 2.5 **Door Owners** – Persons identified as someone having a proprietary interest in the space associated with the door.
- 2.6 **NY CREATES / SUNY Poly ID Cards** – also referred to as the clip-on picture ID badge issued for proper identification of access card holders.
- a) **STAFF ID Cards** – Vertical ID issued only to NY CREATES / SUNY Poly employees; contains employee’s photo, company affiliation, legal first and last names, cleanroom access designation, proximity card number, and STAFF designation in the upper right corner.  
  
If the employee is considered essential, it will have ESSENTIAL in red lettering below STAFF.
  - b) **TENANT ID Cards** - Vertical ID issued NY CREATES / SUNY Poly tenants; contains tenant employee’s photo, company affiliation, legal first and last names, cleanroom access designation, proximity card number, and TENANT designation in the upper right corner.
  - c) **CONTRACTOR ID Cards** - Vertical ID issued contractors; contains contractor’s photo, company affiliation, legal first and last names, cleanroom access designation, proximity card number, CONTRACTOR designation in the upper right corner.
  - d) **ERT ID Cards** - Vertical ID issued only to NY CREATES / SUNY Poly employees that are members of the ERT team; contains employee’s photo, company affiliation, legal first and last names, cleanroom access designation, proximity card number, ERT designation in the upper right corner in red lettering, and ESSENTIAL in red lettering below ERT.
  - e) **STUDENT ID Cards** – Vertical ID issued only to SUNY Poly students; contains student’s photo, company affiliation, legal first and last names, cleanroom access designation, proximity card number, and STUDENT designation in the upper right corner.
  - f) **Camera Badges** – controlled badges issued to authorized personnel upon submission of valid and duly approved Camera Use Permit Form **ANT-02001-F1**.
- 2.7 **SUNY Poly** – SUNY Polytechnic Institute. Also includes Kiernan Plaza Facility in downtown Albany.
- 2.8 **NY CREATES** – New York Center for Research, Economic Advancement, Technology, Engineering and Science. SUNY Center for Economic Development. Also refers to staff, researchers, and tenant cleanroom representatives.

- 2.9 **Contractors** – Authorized individuals whose company they represent has signed a valid contract to provide products or services to site residents. Contractors who are required to stay only for a period less than one work week shall follow requirements specified for visitors under paragraph 5.2.
- 2.10 **NF200** – CESTM 251 Fuller Road
- 2.11 **NFN** – NanoFab 300 North 253 Fuller Road
- 2.12 **NFC** – NanoFab Central 253 Fuller Road
- 2.13 **NFS** - NanoFab 300 South 255 Fuller Road
- 2.14 **NFE** – NanoFab East 257 Fuller Road
- 2.15 **NFX** – NanoFab Extension 141 Fuller Road
- 2.16 **TVHS** – Tech Valley High School 246 Tricentennial Drive
- 2.17 **ZEN** – Zero Energy Nanotechnology 201 Fuller Road
- 2.18 **Site Residents**– current residents of [the Albany Nanotech Complex](#) composed of SUNY Poly faculty, NY CREATES staff, SUNY Poly students and NY CREATES researchers, and Tenants.
- 2.19 **Qualified Trainer** – tenant representative who has been qualified by EHS and Cleanroom Management to conduct the same set of training required in this procedure.
- 2.20 **Sponsor**
  - a) Site resident who has made arrangements for a person to visit the site.
  - b) Main contact person of newly hired resident or contractor; current supervisor of current resident; main contact person of current contractors.
- 2.21 **Tenants** – Current residents of [the Albany Nanotech Complex](#) whose company they represent has signed a valid contract to lease space from NY CREATES.
- 2.22 **Visitor** - any individual arranged for by the sponsor to visit the site. Visitors must sign-in at the Visitor Management System in the NFE Rotunda or ZEN Lobby and wear a red Visitor Pass.
- 2.23 **Visitor Pass** – controlled disposable pass with “VISITOR” written in white on the top red part of the pass; issued for all authorized visitors or

contractors to be on site that do not have a NY CREATES / SUNY Poly issued badge.

- 2.24 **Visitor Management System** – located in the NFE Rotunda and ZEN Lobby. All visitors use to sign-in. It produces a visitor pass identifying the visitor and their escort. Also used for Temporary IDs; when an ID is lost or stolen.

### 3 RESPONSIBILITIES

- 3.1.1 **All Albany Nanotech Complex Residents, Authorized Contractors and Visitors** shall obtain and wear applicable badges, following requirements stated in this procedure. Failure to adhere to these requirements may result in access termination; all trainings may need to be retaken to regain access.
- 3.1.2 **NY CREATES Security** shall ensure that anyone entering the NFE Rotunda and ZEN Lobby is properly identified and provided necessary badges, following requirements stated in this procedure.
- 3.2 **NY CREATES Authorized Sponsor or designee**, wherever applicable, is responsible for completing the **ANT-00001-F1** NY CREATES - SUNY Poly ID - Access Cards Request form, ensuring visitors wear required proper badges and/or escorted while on site, and directing new-hires, authorized contractors or visitors to obtaining required training, and reporting visitor's whereabouts to designated coordinators in the event of evacuation. Sponsors also authorize changes to existing badges.
- 3.3 **Door Owner** is the person responsible to approve or deny access to other persons who do not already have that door within their access code and are requesting access to that door.
- 3.4 **NY CREATES Access Control** shall ensure that proximity cards provided to site residents and contractors are activated only with fully authorized NY CREATES - SUNY Poly ID - Access Cards Request Form **ANT-00001-F1** and upon completion of required training stated in this procedure.

### 4 ASSOCIATED DOCUMENTS

- 4.1 **ANT-02001-F1** – Camera Use Permit Form
- 4.2 **ANT-00001-F1** – NY CREATES - SUNY Poly ID - Access Card Request Form
- 4.3 **ANT-00001-F2** – NY CREATES / SUNY Poly Non-Citizen Visitor Clearance Form

## 5 PROCEDURE

The following requirements shall apply to all individuals who enter the facilities as:

### 5.1 Newly-Hired Site Residents and Contractors Working at [Albany Nanotech Complex](#) for Over One Work Week:

- 1) Authorized Sponsor shall fill out **ANT-00001-F1** NY CREATES - SUNY Poly ID - Access Card request form which is available at the NY CREATES Intranet
- 2) Authorized Sponsor shall submit the request form to the NY CREATES Access Control Administrator at least 48 hours prior to expected date of arrival of the newly-hired site resident or contractor.
- 3) Access Control creates a record for new-hire in the Access Control database.
- 4) Upon arrival, new-hires shall register in the NFE Rotunda or ZEN Lobby.
  - New-hires that are not United States Citizens will be required to undergo a clearance check prior to arriving at SUNY Poly. The Authorized Sponsor shall fill out the additional fields within **ANT-00001-F1** NY CREATES SUNY Poly ID - Access Request Form for each new employee that is a non-U.S. citizen. The form will then need to be sent to [NY CREATES Security Erin Commerford at ecommerford@sunypoly.edu](#) and [Joseph Kosakowski at jkosakowski@sunypoly.edu](#) no less than two (2) weeks prior to the employee's arrival date.
- 5) After verification of identification, Security shall announce to the sponsor the arrival of the new-hire and confirm pick-up and escort beyond the NFE Rotunda or ZEN Lobby.
- 6) Security shall assist the new-hire to create a Photo ID using the Visitor's Management System to be used every day until the requested Access Card is available.
- 7) Sponsor shall pick-up new-hire and escort him/her beyond the NFE Rotunda or ZEN Lobby and into the cleanrooms until access cards are obtained.
- 8) In order to be issued the permanent ID and access cards, sponsors shall direct new-hires to the NY CREATES / SUNY Poly Safety Orientation which covers topics including:

- Hazard Communication Program and Safety
  - NY CREATES Cleanroom Protocol
  - Information Technology
  - Security Awareness
- 9) Other trainings may be required as well to obtain the proper badge access for your job requirements. Cleanroom Safety and/or Lab Safety is required by all persons who need cleanroom and/or lab access. The EHS Training page on the NY CREATES Intranet details all other courses that may be required.
- 10) Immediately after the training, trainers shall email the list of trainees or submit the training records to the EHS Administrator for applicable database update.
- 11) Access cards shall be programmed and activated by Access Control.
- 12) Access Control will notify Authorized Sponsor and new-hire (when possible) via email when the badge is ready.
- 13) New-hires shall proceed to the NY CREATES Access Control Office for photo ID and access cards issuance during regular badging hours. Badging hours are 9AM to 12:30PM Monday – Friday or by appointment.

**NOTE:**

- Site residents and contractors who have lost access cards shall notify Security immediately for access deactivation.
- All lost access cards shall constitute the responsible individual a fee of a \$20 check or money order payable to Fuller Road Management Corporation, per access card lost.
- All lost vehicle hang tags shall constitute the responsible individual a fee of a \$5 check or money order payable to Fuller Road Management Corporation, per vehicle hang tag lost.
- Upon tenant term date reports being completed, access cards not returned to NY CREATES Security upon an employee's separation shall, constitute the tenant company a fee of \$20 payable to Fuller Rd Management Corporation, per access card not returned.
- Upon tenant term date reports being completed, vehicle hang tags not returned to NY CREATES Security upon an

employee's separation shall, if encompassed in their lease agreement, constitute the tenant company a fee of \$5 payable to Fuller Rd Management Corporation, per vehicle hang tag not returned.

- 14) Upon termination of services or employment, site residents and contractors, or sponsors shall return the ID and access cards to Security.
- 15) Access Control shall deactivate affected access cards, and after 30 days delete the employee record from file. All applicable request forms shall be archived.
- 16) All changes to access levels shall be requested via email to Access Control from the Authorized Sponsor.

## 5.2 **Visitors and Contractors Staying For No More Than One Work Week**

5.2.1 **Visitors who need cleanroom access** such as field service engineers, technicians, and contractors, shall follow the same procedure for new hires with the following exceptions:

- Visitors and contractors shall obtain a Visitor Pass from the Visitor's Management System in the NFE Rotunda or ZEN Lobby.
  - Visitors that are not United States Citizens will be required to undergo a clearance check prior to arriving at SUNY Poly. The Authorized Sponsor shall fill out the **ANT-00001-F2** NY CREATES - SUNY Poly Non-Citizen Visitor Clearance Form for each visitor that is a non-U.S. citizen. The form will then need to be sent to [NY CREATES Security Erin Commerford at ecommerford@sunypoly.edu](mailto:NY_CREATES_Security_Erin_Commerford@sunypoly.edu) and [Joseph Kosakowski at jkosakowski@sunypoly.edu](mailto:Joseph_Kosakowski@sunypoly.edu) no less than two (2) weeks prior to the visitor's arrival date.
- *Whenever necessary and with approval by Access Control, access cards may be issued directly by the Tenant to a visitor or contractor, only after required training has been obtained, either through NY CREATES designated trainers, or by qualified Tenant trainer, using the same set of materials as specified by NY CREATES EHS and Cleanroom Management.*
- All access cards issued by Tenants are subject to activation and deactivation only by Access Control.

5.2.2 **Visitors who are scheduled for facility tours with no cleanroom access** do not require request forms to be filled out, but sponsors are required to notify Security and Access Control of the event at least 3



business days before the scheduled tour. Each visitor shall still obtain applicable visitors pass, and require sponsor escort the entire time they are on site.

- Visitors that are not United States Citizens will be required to undergo a clearance check prior to arriving at SUNY Poly. The Authorized Sponsor shall fill out the **ANT-00001-F2** NY CREATES - SUNY Poly Non-Citizen Visitor Clearance Form for each visitor that is a non-U.S. citizen. The form will then need to be sent to [NY CREATES Security Erin Commerford at ecommerford@sunypoly.edu](#) and [Joseph Kosakowski at jkosakowski@sunypoly.edu](#) no less than two (2) weeks prior to the visitor's arrival date.

5.3 **Visitors participating in authorized activities held at CNSE Rotundas or Auditoriums** do not require request forms to be filled out although sponsors are required to notify Security and Access Control of the event at least 3 business days before the scheduled activity. Access to areas beyond the Rotundas or Auditoriums shall require each participating visitor to register at the Visitor Management System, obtain the applicable visitors badge, and require sponsor escort.

- Visitors that are not United States Citizens will be required to undergo a clearance check prior to arriving at SUNY Poly. The Authorized Sponsor shall fill out the **ANT-00001-F2** NY CREATES - SUNY Poly Non-Citizen Visitor Clearance Form for each visitor that is a non-U.S. citizen. The form will then need to be sent to [NY CREATES Security Erin Commerford at ecommerford@sunypoly.edu](#) and [Joseph Kosakowski at jkosakowski@sunypoly.edu](#) no less than two (2) weeks prior to the visitor's arrival date.

5.3.1 **Other visitors** who do not require cleanroom access such as applicants and personal guests of residents do not require request forms to be filled out, but are required to register at the Visitor Management System, obtain applicable visitor pass, and require sponsor escort while on site.

- Visitors that are not United States Citizens will be required to undergo a clearance check prior to arriving at SUNY Poly. The Authorized Sponsor shall fill out the **ANT-00001-F2** NY CREATES - SUNY Poly Non-Citizen Visitor Clearance Form for each visitor that is a non-U.S. citizen. The form will then need to be sent to [NY CREATES Security Erin Commerford at ecommerford@sunypoly.edu](#) and [Joseph Kosakowski at jkosakowski@sunypoly.edu](#) no less than two (2) weeks prior to the visitor's arrival date.

**5.4 COURIER SERVICES / POSTAL CARRIERS**

Delivery of small packages do not require visitor passes, but are limited to drop off points that do not require access cards, such as NY CREATES or tenant lobbies and receiving areas. Deliveries to all other personnel where access cards are required shall be directed to the designated area located at the Receiving Dock of NFN. Deliveries will only be accepted at the Security Control Center after hours.

**5.5 Any Individual Carrying Cameras Onsite**

5.5.1 Whoever has a need to take pictures anywhere on site shall submit a properly filled-out, approved, and valid Camera Use Permit form **ANT-02001-F1** to Security.

5.5.2 Security shall then issue a Camera Badge for the requestor to wear above the waist while using the camera, as authorized on the Camera Use Permit form.

5.5.3 Camera Badges shall be returned to Security on or before the expiration date stated on the badge.


**6 RECORDS**

NAME	FORMAT	LOCATION
NY CREATES - SUNY Poly ID - Access Card Request Form (Original Active, and Inactive)	Electronic	NY CREATES Document Control System and Q-Pulse
Camera Permit Forms (Original Active, and Inactive)	Electronic	NY CREATES Document Control System and Q-Pulse
Camera Permit Forms (completed)	Paper	NY CREATES Security Files
Visitor Sign-In Info	Electronic	Visitor Management System
EHS Training Records (Original/Copies)	Paper	NY CREATES EHS Files
EHS Training Records	Electronic	Shared Access Database and Q-Pulse
Visitor and Temporary Badge Info	Electronic	Visitor Management System
ID Badges, and Proximity Cards Log	Electronic	NY CREATES Access Control Database

**7 APPENDIX**

7.1 **Appendix 1 - NY CREATES - SUNY Poly ID - Access Card Request Form (Example Only)**

**Appendix 1 – NY CREATES - SUNY Poly ID - Access Card Request Form (Example Only – This page is NOT for submitting badges)**

	<b>NY CREATES - SUNY Poly ID - Access Card Request Form</b>	Form Number/Rev # ANT-00001-F1 R18
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**SPONSOR INFORMATION**

Sponsor Name:	Title:
Company:	Email Address:
Phone:	

Requests must be made by Authorized Sponsors only. A list of Authorized Sponsors is updated by Access Control.

**REQUESTED FOR EMPLOYEE INFORMATION**

Legal First Name:	Legal Last Name:
Company:	Title:
Email Address:	Phone Number:
Country of Citizenship:	<small>If other than the United States of America enter DOB, Visa Type, and phone number.</small>
Date of Birth (MM/DD/YY):	Visa Type:

Email form to Access Control at [accesscontrol@sunypoly.edu](mailto:accesscontrol@sunypoly.edu). If the person is other than a US Citizen email to both Access Control and NY CREATES Security Erin Commerford at [ecommerford@sunypoly.edu](mailto:ecommerford@sunypoly.edu) and Joseph Kosakowski at [kosakowski@sunypoly.edu](mailto:kosakowski@sunypoly.edu) for non-citizen clearance.

**ACCESS REQUESTED**  Check box if form is for a badge extension

<b>EMPLOYEE'S START AND END DATES:</b>	
<small>**If the employee is not a temporary employee, the end date should match the assigned company term date as part of the annual renewal process.</small>	(MM-DD-YY): From _____ To _____
DAYS: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon-Sat <input type="checkbox"/> Mon-Sun	TIMES: From _____ To _____ <input type="checkbox"/> 24 HRS
GENERAL SITE ACCESS:	Requires completion of Safety Orientation Training. <input type="checkbox"/> YES <input type="checkbox"/> NO
CLEANROOM ACCESS:	Requires completion of Safety Orientation and Cleanroom Safety. <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDITIONAL ACCESS:	<small>Must be submitted by the sponsor in a separate email to <a href="mailto:accesscontrol@sunypoly.edu">accesscontrol@sunypoly.edu</a> indicating the person(s) name and badge number requiring the access, card reader(s) being requested, and a brief explanation as to the necessity.</small>
LAB ACCESS:	Requires completion of Safety Orientation and Lab Safety Training.
Lab Room #(s)	Additional Required Training: <input type="checkbox"/> BioSafety <input type="checkbox"/> Laser Safety
STUDENT ACCESS:	<input type="checkbox"/> Blo <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Post Doc
<small>Requires completion of Safety Orientation Training</small>	

**ACCESS CONTROL USE ONLY**

<b>TRAINING VERIFICATION:</b>	
Completed: <input type="checkbox"/> Safety Orientation <input type="checkbox"/> Cleanroom Safety <input type="checkbox"/> Lab Safety	Verified By: _____ Date: _____
PROGRAMMED/ISSUED BY: _____ / _____	Card Number: _____
POLICY COMPLIANCE***: <span style="color: red;">REVISION</span>	

\*\*\*By signing above, the requestor acknowledges that they have received a copy of the NY CREATES / SUNY Polytechnic Institute Campus Badge Identification and Site Access Policy and that they will comply with the policies within. The requestor also acknowledges that they understand that not following all items outlined may result in revocation of access and the requestor will need to retake training for access to be reinstated.

Applicable Exports Control Documentation for this individual is on file with the Human Resource Dept. or Exports Control Authority of the Sponsor's organization.