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Standard Operating Procedure  
for

**Permitting Access to Secured Doors**

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
3	DCN2524	Edits to branding.	3-17-23	J. Kosakowski	J. Kosakowski

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

## 1 PURPOSE AND SCOPE

The purpose of this standard operating procedure is to ensure that authorized person(s) are permitted access to secured spaces at the [Albany Nanotech Complex](#).

## 2 DEFINITIONS

- 2.1 **AMAG Access Control** – A software platform that is utilized to control access throughout the [Albany Nanotech Complex](#).
- 2.2 **Authorized Sponsor** – A person designated by SUNY, FRMC, or a tenant company who approves access to doors in which they have a proprietary interest within. The authorized sponsor list is maintained by Access Control and is located on the V-drive within Security and Access Control folder under authorized sponsor.
- 2.3 **Door Owners** – Person(s) identified as someone having a proprietary interest in the space associated with the door.
- 2.4 **Emergency** –For the purpose of this standard operating procedure emergency will be defined as an instance where a person’s life safety is at risk or a condition exists within the space that is damaging or potentially damaging to the space.

## 3 RESPONSIBILITIES

- 3.1 **Security Supervisors**
- 3.1.1 Will ensure the policy is adhered to and provide training to Security Officers on its application.

## 4 PROCEDURE

- 4.1 When receiving a request from a person to gain access to a secured door, Security shall:
- 1) If applicable, attempt to verify the person requesting access is associated with the door by reviewing the person's access levels within the AMAG software; or if applicable, contact the door owner, or if applicable an authorized sponsor of the space.
  - 2) If the person requesting access to the door is verified as authorized to have access to the door, Security will dispatch a Security Officer to the location.
  - 3) The Security Officer who responds to the door to permit access will verify the identity of the person requesting access through a valid US driver's license, passport, and/or [Albany Nanotech Complex-issued access badge](#).
  - 4) Complete an entry in the shift log containing the time, location, name of the person requesting access, and if applicable the person approving the access.
    - If the person **cannot** be verified as being authorized to have access to the door, **do not** permit access.
    - Complete an entry in the shift log containing the time, location, name of the person requesting access, and if applicable the person denying the access.

- 4.2 When it is necessary for a group or person from a facilities-related department within SUNY or **NYCREATES** to access tenant space to complete work, and notification has been made one week in advance by the facilities-related department within SUNY or **NYCREATES**, Security shall:
- 1) Verify that access is permitted by reviewing Security postings and/or emails from that facilities-related department within SUNY or **NYCREATES** indicating the access and whether the tenant requires Security to be present with the group or person.
  - 2) If the information is verified, permit access, and stand by with the group or person, if applicable.
    - If the information cannot be verified follow procedures in Section 4.1.
  - 3) Complete an entry in the shift log containing the time, location, name of the person requesting access, and if applicable the person approving the access.
- 4.3 In the event of an emergency, Security shall:
- 1) Make every reasonable effort to verify an emergency does exist.
  - 2) If it is reasonable to believe an emergency exists, permit access and stand by with responding personnel until they have left, or until a door owner or authorized sponsor communicates that Security's presence is no longer necessary.
  - 3) Notify a door owner, or authorized sponsor, or person associated with the space that entry had been permitted, and provide an explanation as to why.
  - 4) Record the names of the group or persons entering when the emergency has been abated.
  - 5) Complete an entry in the shift log containing the time, location, and the name of the group or persons permitted access.