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Standard Operating Procedure
for

Permitting Access to Secured Doors

REVISION

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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 [NY CREATES](#) 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 [NY CREATES](#), 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 **Electric Room** – A room or space in a building dedicated to electrical equipment for power distribution equipment or for communications equipment.
- 2.5 **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 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 In order for Security to grant access to electric rooms, the following process shall be followed:
- 1) The requestor completes a Work Authorization Permit (**CFM-00004-F1**) noting the electric room (building and room number) they need access to in the "Work Summary" section.
 - 2) The Work Authorization Permit is signed by the Electrical Supervisor or Electrical System Owner. See **FEI-00003 Facilities Resource Responsibility Matrix for Facilities System Owners** for a list of System Owners.
 - 3) The Work Authorization Permit is submitted for approval. See **CFM-00004 - Obtaining Work Authorization Permits**.
 - 4) The requestor presents the approved Work Authorization Permit to Security and a key is issued to the requestor for the day. The key must be returned at the end of each work day.

- 5) If the room has card access, the requestor can request access via email to the Electrical Supervisor or Electrical System Owner. The email message shall include the building and electric room number as well as the dates access is requested.
- 6) Others who have access to electrical rooms (i.e., Field Construction Coordinators) shall not grant access to electrical spaces without prior authorization from Electrical Supervisor or Electrical System Owner. Access to electric rooms shall only be granted to individuals who are direct employees of electrical contractors authorized to work on site via Work Authorization Permits. Access will not be granted to "General Contractors."
- 7) 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.

4.3

When it is necessary for a group or person from a facilities-related department within NY CREATES to access tenant space to complete work, and notification has been made one week in advance by the facilities-related department within NY CREATES, Security shall:

- 1) Verify that access is permitted by reviewing Security postings and/or emails from that facilities-related department within NY CREATES 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.

- 4.4 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.