Syracuse Biomaterials Innovation Facility

Access Policies

A user’s relationship to the SBI facility determines the level of necessary access and subsequent actions. Everyone must complete the required safety training and submit an access form to the Facilities Manager, then individuals should self-identify their category and proceed accordingly.

Definitions and Abbreviations

ESF: SUNY School of Environmental Science and Forestry
SU: Syracuse University

1. Participate in required safety training

Consult the Safety Training Policy to determine the necessary training sequence. All users and visitors to SBI must adhere to these requirements.

2. Submit the Access Request form

In addition to basic information about the user, the form asks users to self-identify an access category as below.

Card access for researchers from SU or SUNY ESF

Using information in the Access Form, SBI staff will enable card-swipe access to the spaces as required. Default access hours for these groups shall be consistent with the access form.

Access for researchers from other institutions

A. With card access. If the researcher will work independently within the SBI lab, SBI staff will request that an SU identification card be issued to the user from ID Card Services. Upon receipt of the identification card, SBI staff will enable card-swipe access as required. Standard access hours for this group shall be 8 am to 6 pm.

B. Without card access. If the researcher does not require independent access to SBI, access shall be arranged as needed by either a researcher housed in SBI and with the approval of the SBI Facilities Manager. Typically, such access shall be limited to 8 am to 6 pm.

3. Deviations from standard access times

The access times listed above and on the Access Form are SBI’s default access times. Additional card-swipe access times may be requested as needed by contacting the Facilities Manager.