

## 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.

#### **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. Standard access for researchers whose lab is not resident in Bowne Hall will be 8a-6p, M-F.

#### **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. Extended access outside of University business hours

Extended card-swipe access times may be requested as needed by contacting the Facilities Manager by email. Access for resident PhD, MS students, and post-doctoral fellows will be extended as needed to include evenings and weekends. The Facilities

Manager will typically suggest an option other than 24/7 access unless needed for the research. This may include 8a-8p M-F, 8a-8p 7 days, or 8a-10p 7 days. This approach is taken to promote lab safety. Per SBI safety guidelines, personnel should not work in the lab alone. Additionally, *new* procedures, syntheses, etc. should not be carried out after-hours, again to help ensure the safety of researchers.