

## BioInspired Institute Materials Research Core

### Access Policies

A user's relationship to the BioInspired Institute facility determines the level of necessary access and subsequent actions. Everyone must complete the required safety training and submit an access form to the Technical Director, 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 BioInspired Institute 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

- A. *Standard Access.* Using information in the Access Request Form, BioInspired Institute staff will enable card-swipe access to the spaces as required. Everyone will be granted 24/7 access to the lab. However, it is at the discretion of lab PIs to determine who they want in the lab after hours and what times they may be in the lab. The BioInspired Institute suggests that researchers do not work alone or start something new (high hazard, new synthesis) outside of business hours.
- B. *Exceptions*

Summer REU program undergraduate researchers will be given card access to the lab from 8am to 5pm, M-F.

High school students (minors) will not be given card access, and are to be accompanied by an SU student, faculty member, or staff member who has been vetted through SU policies for working with minors [Minors on Campus](#). In addition, there are policies for protecting the safety of minors working in a lab [Minors in Laboratories](#).

### **Access for researchers from other institutions**

- A. *With card access.* If the researcher will work independently within the BioInspired Institute lab, BioInspired Institute staff will request that an SU identification card be issued to the user from ID Card Services. Upon receipt of the identification card, BioInspired Institute staff will enable card-swipe access as required. Everyone will be granted 24/7 access to the lab. However, it is at the discretion of lab PIs to determine who they want in the lab after hours and what times they may be in the lab. The BioInspired Institute suggests that researchers do not work alone or start something new (high hazard, new synthesis) outside of business hours.
- B. *Without card access.* If the researcher does not require independent access to BioInspired Institute, access shall be arranged as needed by a researcher housed in the BioInspired Institute and with the approval of the Technical Director. Typically, such access shall be limited to 8 am to 6 pm.