

Building Access Policy for Undergraduates, Volunteers Working at SIO in Summer 2021

Approved by SIO Deputy Director for Research and AVC, Marine Sciences - June 15, 2021

This policy pertains to access to buildings for undergraduate students and volunteers approved to work in SIO research facilities during summer of 2021. All buildings at SIO remain locked 24/7 until further notice.

Undergraduate students/volunteers needing access to buildings with an electronic access control system¹ may be issued a FOB or Campus One Card according to the requirements listed below. For buildings that do not yet have electronic access control systems in place, building keys may only be issued through the PI or designated employee responsible for providing access to students/volunteers. This policy will be in force through September 2021.

Requirements

- Access requests for undergraduate students / volunteers must be made by the responsible PI via the Building Access Request Form, accessible on [SIO portal](#).
- PIs guarantee that all lab safety training has been completed and that undergraduates/volunteers are supervised by them or authorized personnel when the undergraduate student is in the building.
- Building access will be by Campus One Card or FOB only. No metal keys will be issued.
- Students participating in summer research / internship programs who are not SIO/UCSD students can be issued a FOB which must be returned at the end of the program. It is the responsibility of the PI/Supervisor to collect FOBs at the end of the program and return them to the appropriate space manager for their section².
- A list of the names of all students participating in summer programs, their designated PI and Supervisor and work location(s) must be provided to the appropriate section space manager. FOBs will be assigned to each student and students must be informed of building usage rules.
- Official hours for building access are Monday-Friday, 8:00am-4:30pm. No exceptions.
- All credentials (Campus One Cards and FOBs) will automatically deactivate on the last day of the program or other preapproved date.
- Building access will be granted only via the main entrance of any given building.
- Building access can be revoked at any time if any violations or misconduct is discovered.

¹ CCS, Eckart, Hubbs, IGPP Munk, Isaacs, Scripps Admin. & D.O, Ritter, Scholander, Sverdrup, Vaughan

² Section space managers: Dejan Ristic (Biology), Megan Smith (Earth), Will Rivera (Oceans & Atmosphere)