Building Access Control Policy

Carbon Neutral Energy Solutions

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Introduction

CNES is a multi-disciplinary research facility with members from ME, AE, CHBE, and SEI. The facility houses full-time staff with the Strategic Energy Institute, as well as faculty and staff members for various research groups. The 1st floor of the building houses three defined research laboratory areas: Wet labs, Open Lab High Bay labs, and High-Pressure labs. The 2nd floor comprises primarily of closed doors and open floor office space. Each area has separate requirements for access.

Laboratories potentially pose physical, chemical, biological, and / or radiation hazards to individuals who gain access to them. It is the objective of CNES to promote safety for all individuals in our laboratories.

Violations of access controls written in this policy will result in forfeiture of key and Buzzcard access.

This policy has separate sections that describe laboratory access requirements for building laboratories and building facilities in general.

Purpose

The purpose of this policy manual is to secure the property and assets from theft or damage and to maximize the safety of our students, faculty, and staff, while providing access to those legitimately requiring it.

The goals of the Access Policy are to ensure that:

- An appropriate level of access control is provided for all occupants.
- Safety requirements for access are clearly outlined for new personnel
- Outline procedures and policies for access controls.
- Appropriate control of keys and access cards exists to protect the overall integrity of the Access Control program.
- An overall framework is in place for the ongoing management of access control that establishes standards and sets forth responsibility and accountability.

Facilities Operations

Facilities Management has the overarching custodial responsibility for the physical upkeep, maintenance and servicing CNES facilities and grounds, including interior building spaces, excluding research equipment, components, or infrastructure. CNES is part of Area 5 Facilities Zone. All requests or need should be sent to iscustomerserv@gatech.edu or by

phone at 404-385-5000. GT Facilities Management has the authority to access all interior areas for the purpose of fulfilling this overarching responsibility and to the extent necessary to do so GT Facilities Management has the authority to access all interior areas as needed to fulfill its responsibilities. Access to ITAR or CUI areas requires prior authorization or the presence of authorized personnel. The Building Coordinator will act as a liaison between occupants and Facilities. The GT Lock Shop is encompassed within Facility Management. They are responsible for the following:

- Responsibility for central key production, issue, control of master keys, and distribution of regular/change keys to the Building Coordinator/Laboratory Manager.
- Responsibility for keeping up-to-date records of:
  - Master keys and exterior master key holders across campus
  - Keys manufactured for and given to faculty administration, departments, divisions and operating units to control.
- Repairs and replacement of door lock cores.

Designated Authorities

Overview

A Designated Authority shall be named to have overall responsibility for access management and key control. The Designated Authority has the authority to request changes to locks, is responsible for deciding who gets access within the building and ensures the Access Coordinator functions are enacted, as applicable. The Building Coordinator for the Strategic Energy Institute shall act as the Designated Authority.

Contacts

Title	Name	Phone	Email	Office
Building Coordinator	Tyler Pennel	720-442-6313	tpennel3@gmail.com	BTZ Rm 112
NARA Lab Manager	Kristopher Manion	678-596-6976	kmanion3@gatech.edu	CNES Rm 108
SEI Executive Director	Christine Conwell	678-491-0059	cconwell@gatech.edu	CNES Room 210

There will be at least two additional authorities to serve as backups when the primary authority is unavailable. The NARA Laboratory Manager (Kristopher Manion) will serve as a permanent backup.

Current authorized backups:

Position	Name	Date Authorized	Building	Email
Facilities Manager	Aaron Lynch	8/26/2025	BTZ	alynch72@gatech.edu
Lab & Facilities Coordinator	Mattew Kohn	8/26/2025	BTZ	matthew.kohn@gatech.edu

The Building Coordinator and/or NARA Lab Manager function includes the following:

- Submits requests to the Facilities Operations for keys to be manufactured.
- Approves the issue of regular change keys for interior doors
- Receives and issues and retrieves keys.
- Maintains local records of key holders and key inventories, using the "Key Check-out form" provided in this document.
- Administers/coordinates keys for desks, cabinets, display cases, etc. in the building.
- Undertake an annual audit of keys controlled by the faculty, staff, and students.
- Updated the CNES distribution email list and the CNES building Callbox

Administrative access requests to the Buzzcard system should be directed to OITs System Support Engineer, Cheryl Hunter. Only the current designated authorities will have the authority to request additional access.

Control and Distribution of Keys and Access Cards

Local control and distribution shall be managed by the Building Coordinator. The framework for controlling and authorizing the issuance of keys is presented by the access flow charts found in the Resource section of this manual.

Keys

Keys shall only be issued to those that have an office or lab space in the 1st floor wet labs. Master keys will only be provided to the Director of Operations, Building Manager, and Building Coordinator. The roof/mechanical key shall be held inside of an individual lock box found on the mezzanine catwalk. Access to the roof/mechanical key shall be restricted to only those authorized by the Building Coordinator, NARA Laboratory Manager, and/or SEI Director. Documentation of passcodes and individuals authorized shall be documented by the Building Coordinator and found within the NARA Operations Team Site within the CNES Channel.

Access Cards

As with keys, access to multiple doors to office spaces, high bays labs, wet labs, and high-pressure labs, shall be programmed only on access cards by those persons whose operations take place in the specified location.

Record Keeping

A record of approval for each key and card access shall be maintained by the Building Coordinator via the SharePoint "NARA Building Access List". Buzzcard now use MS Forms for requests. Note: the current system being revamped with QR code provided later. Form link requests can also be sent to the Building Coordinator or NARA Lab Manager.

Key and Access Card Retrieval

The Building Coordinator shall be responsible for ensuring that keys and access cards are returned to when it is no longer appropriate to possess them. Faculty, Staff, and Student members will sign in keys at the time of their departure form CNES or Georgia Institute of Technology. Access provided through an access card should be blocked systematically as early as possible (e.g., date of employee departure or transfer, end of the academic enrollment, etc.).

Procedure for Lost or Stolen Keys or Cards

In the event of a lost or stolen key, the Access Holder must submit a Key Replacement Form to the Building Coordinator. The issuing Building Coordinator will determine whether to issue a replacement key or initiate a lock/cylinder change. If a master key is lost or stolen, the GT Lock Shop and the Building Coordinator will jointly determine the appropriate course of action. Replacement costs, which will be charged to the department associated with the personnel, are outlined below:

Replacement Item	Total Cost
Door Lock Core	$30.00
Individual Room Key	$5.00

In the event of a lost or stolen access card, the Access Holder should contact the Buzzcard Center as early as possible. The Buzzcard Center may arrange to block systematically all building access programmed on an access card that has been reported lost or stolen by the employee. The Building Coordinator should be notified as early as possible to assist with blocking all building access to the lost programmed card.

Repair of Locks, Keys, Card Readers, Door Hardware

Area 5 Facilities and the GT Lock Shop shall be solely responsible for repairs or modifications to locks, doors and associated hardware. Only technicians authorized by Area 5 Facilities may repair or replace any portion of an access control system. All calls for assistance should be directed to Area 5 Facilities at 404-385-5000. Card Reader issues should be directed at OITs System Support Engineer, Cheryl Hunter.

Building Access Policy and Procedures

Buzzcards are issued to all affiliates of Georgia Institute of Technology. Buzzcard can be obtained by visiting the Buzzcard Center, located at The Pavilion. On issue, all Buzzcard will provide access to the NARA complex, where CNES is located. Before providing access to the building and designated areas, users will need to complete the following items for the specific area requested.

Physical keys shall only be issued to those that have an office on the 2nd floor. Master keys will only be provided to the Director of Operations, Building Manager, and Building Coordinator. The roof/mechanical key shall be controlled by the Building Coordinator. The roof/mechanical key shall be held inside of an individual lock box found on the mezzanine catwalk. Access to the roof/mechanical key shall be restricted to only those authorized by the Building Coordinator, NARA Laboratory Manager, and/or SEI Director. Documentation of passcodes and individuals authorized shall be documented by the Building Coordinator and found within the NARA Operations Team Site within the CNES Channel.

All personnel will be granted access to the 2nd floor, regardless of experimental space location. The kitchen and conference rooms use is permitted by all users of the building. Conference room requests and booking need to follow conference room booking procedures and policy. A flow Chart can be found at the end of the manual to better determine which requirements and protocols are needed.

Access Requirements and Protocols

All Key Holders are required to:

1. Acknowledge an approved form documenting record of the issuance of the key.
2. Maintain, secure and be responsible for any access control key(s) issued,
3. Report loss or theft of access control keys to the Building Coordinator, and to the GTPD within 24 hours of discovery of theft or loss.
4. Keys must be returned to the Building Coordinator.

5. All Key Holders have a fiduciary duty to ensure they safeguard their access control key or card Cards shall not be shared with any individual. Key Holders and Card Holders shall not allow piggybacking of unauthorized people into any space.
6. Tampering with or attempting to bypass security on an electronically controlled or monitored door in any way, including but not limited to key bypass, propping, taping and/or dogging, is prohibited.

Access cards are issued to an individual and shall never be given to anyone else to use. The card access system logs via computer each time a card is presented for access. Giving an access card to someone other than the authorized user may result in that access card being disabled and the user's card access privileges revoked.

Experiment Labs (High Bay, High-Pressure, Wet Lab)

Faculty, Staff, and Students are required by EH&S standards to complete safety training prior to conducting research in laboratory areas.

Below is a minimum set of safety training is required to be granted access to the experiment areas of the building.

- Right to Know
- Lab Safety 101
- Laser Awareness

Safety trainings are provided by Ga Techs EH&S. Training can be found at https://www.ehs.gatech.edu/training/tool. EHS provides an online training tool that can be used to identify which courses should be taken on top of the basic requirements for this building, outlined above.

PIs are considered the authority on research and other laboratory activities in which they, their post-docs, staff, and their students, engage. They are also considered the responsible parties for themselves and all others that either work, study, investigate, or enter their laboratory facilities. It is ultimately their responsibility to ensure that faculty, students, staff, volunteers and visitors have completed all appropriate safety training and the required training records, liability waivers, and other documents filed with EH&S or designee before entry into laboratory facilities shall be permitted. Enforcement of this policy for all subordinates is the responsibility of the PI.

After the appropriate safety training is completed and the BTZ/CNES Buzzcard Access Form is submitted, laboratory access shall be granted. Note: the current system being revamped with QR codes provided later. Form link requests can be sent to the Building Coordinator or NARA Lab Manager.

Office Area

Faculty and staff with closed door office space should fill out the BTZ/CNES Buzzcard Access Form <mark>and the Key Access Form</mark>. It is their responsibility to follow all rules and responsibilities stated in

this manual. Safety training is not required for those not conducting hands-on research on the 1st floor of the building. Students and other personnel with office space in the open area of the 2nd floor will need to fill out the Buzzcard Access form to gain access to the lobby door, lobby elevator, and lobby stairs. Safety training is not required for those not conducting hands-on research on the 1st floor of the building, if not, training will be required prior to access approval. See the above section for lab space requirements. All requests should be submitted using the BTZ/CNES Buzzcard Access Form.

Non-CNES GT Personnel

Faculty, Staff, and students that conduct research, or have collaborations with those in CNES shall follow the policy and procedures found above. All requests should be submitted using the BTZ/CNES Buzzcard Access Form.

Other Georgia Institute of Technology personnel will be granted on a case-by-case basis, determining which level of requirements are needed.

Outside Contractors

Contractors who require keys or access cards to do work on campus will make arrangements through the Project Manager or Maintenance Manager who hired them. A master key shall not be issued to a contractor. <mark>The Project Manager in charge of the work shall be responsible for securing this signed key access forms, which shall be provided to the Building Coordinator.</mark>

Where an access card is required, the Project Manager or Maintenance Manager shall decide with the Building Coordinator and shall provide a precise schedule of dates and times for activation and de-activation.

Call-box Procedures

NOTE: This system is currently not being used. This is because the call box is in a locked area, and this SOP will be updated when the call box has been moved to a publicly accessible area.

The Carbon Neutral Energy Solutions building has an entry call-box system. The call-box system serves as a communication system between building guests and their host. Each personnel in CNES is permitted to be included in the call-box directory.

The call-box can be used to unlock the lobby elevator using a personal code that will be provided to each new user. Each code will be changed at the end of each semester. The building coordinator will keep the call-box directory up-to-date and provide communication to end uses when access codes change.

To be added to the call-box, users must fill out the "Call-Box Form" found at the end of this manual. The form should be sent directly to the Building Coordinator. The building coordinator will keep the call-box directory up-to-date and provide communication to end uses when access codes change.

Directory changes should follow the products user manual.

Building Email List Procedures

The Carbon Neutral Energy Solutions building has an email distribution list designed to communicate building service information to all occupants. New users of the facility will receive an email after access is granted selecting the email distribution lists within NARA they would like to join. All personnel that are part of the CNES distribution list are automatically added to the NARA distribution list for general complex communications. The Building Coordinator will serve as the owner of the list, with the NARA Lab Manager as a back-up. If there are issues with the list, GT OIT can be contacted to resolve the issue. The distribution list is part of the GT groups system.

The CNES list name is cnes-general@groups.gatech.edu. Requests for addition or removal from the email list can be sent directly to the Building Coordinator or NARA lab manager. You may also remove yourself from the CNES Distribution List group via your outlook account. Georgia Tech emails are the preferred email.

Building Coordinator email list responsibilities:

- Manage list for accuracy
- Add and remove personnel from the list
- Send an email at the start of each semester with the form to join the lists for personnel to distribute and instructions on how to leave the group.

Revision History

Version	Date	Description	Author/Editor
1.0	Dec. 2020	Initial Release	Nicole Hart
1.1	Feb. 2020		Kristopher Manion
1.2	Oct. 2025		Tyler Pennel

Resources

The following documents have been attached to this policy manual:

1. Key Request Form
2. NARA Visitor Access Form

Georgia Tech

Key Request Form

Date: _____

Name: _____   GTID#: _____

Circle one: Staff   Faculty   Student   Lost Key

Department: (Circle one)   SEI   AE   CE   ME   Other

Department Advisor / Phone #: _____

Room/Office Key Requested: _____

Keyholder's Agreement

By my signature below, I agree to the following terms:

1) I have completed the necessary Lab Safety courses for lab access
2) The key remains the property of Georgia Tech.
3) The key is entrusted to me. I will not duplicate, loan, exchange or otherwise allow its use or possession by anyone else.
4) I will report its loss, theft or destruction immediately to CNES Building Coordinator.
5) If this key becomes lost, stolen or otherwise not available for return, my department will all associated replacement fees. This includes the cost for re-keying all affected locks.
6) The key must be returned upon leaving or upon request from the CNES Building Coordinator. I will return it immediately.

Signature: _____   Date Keys Received: _____

KEYMARK:

Signature: _____   Date Keys Returned: _____

Building Coordinator Signature: _____

NARA Complex – Visitor Access Form

Please complete and submit this form to Gate Security in advance of your visitors' arrival.

Date of Visit: _____

Anticipated Arrival Time: _____
Anticipated Departure Time: _____

Building(s) Visiting:
☐ CNES   ☐ BTZ   ☐ FPC   ☐ Other: _____

Number of Parking Spaces Requested in Roundabout (if any): _____

Visitor Name(s) (required), and Vehicle Description(s) if applicable:

1. _____
2. _____
3. _____
4. _____
5. _____

(Add more lines as needed.)

Meeting With (Host Name): _____

Building Entry Contact & Phone Number(s):

_____

_____

Special Instructions (if any):

Note: Please email this form to the Gate Security team or provide a printed copy prior to guest arrival. If your guests are arriving outside normal hours or require escort, coordinate in advance with your building manager.