

DNI Building Card-key Access Policies

a) Card-key access ("administrative-staff" level, building and conference room only, excluding the magnet area) is granted to:

1. Administrative staff of the Center;
2. Relevant personnel, designated by the PI of any approved and on-going study at the Center, for the duration of the study.

b) All personnel must undergo safety training before card-key access can be granted.

c) Temporary (unassigned) access card to the control room will be provided to researchers with Level-II MRO certification for scheduled off-hour scans.

d) Card-key access is subjected to annual renewal. Unless otherwise stated, all card-keys are set to expire on 9/30 of each year. PIs and/or supervisors will be notified with a list of personnel under their supervision prior to the expiration date. The Physics Manager or his/her designate will be responsible for this notification process.

e) Card-key access will be renewed on the expiration date only if the following conditions are met prior to the expiration date:

- i. The PI of a research group with an on-going study at DNI has made a request to the Center's management for the renewal of his/her group members;
- ii. Card-key holders have completed a refresher class on safety;
- iii. Card-key holders who are certified scanner operators have completed the annual re-certification process;
- iv. The Center's Management has approved the renewals;

f) All card-key holders are informed that entries to the Center are logged, recorded and monitored by video. Those who are at the Center may be held responsible for events having occurred during their presence. A statement acknowledging this must be signed by a card-key holder as a condition for the access privilege.