



## **POLICY ON ACCESS TO THE DEPARTMENT OF COMPARATIVE MEDICINE**

*Dated:* February 16, 2016

*Supersedes:* SS.203 Access Control – Restricted Areas dated February 26, 1993

### **I. PURPOSE**

To establish guidelines for providing access to the Department of Comparative Medicine.

### **II. POLICY**

Access to the Department of Comparative Medicine at the New York Medical College is restricted to authorized College personnel. Unauthorized entry poses a security threat, may alter experimental outcomes, can jeopardize animal health and can unnecessarily expose personnel to infectious or chemical hazards.

### **III. SCOPE**

This Policy applies to all employees, students, volunteers, outside contractors, consultants and visitors.

### **IV. PROCEDURES**

- A. Identification badge (ID) access to the Department of Comparative Medicine is provided to those College personnel who present a completed "Authorization for Access to the Department of Comparative Medicine" form to Security. Only forms with all required signatures and information will be accepted. Incomplete forms will be returned for further processing. The Associate Director of Security will maintain a file of all Authorization for Access to the Department of Comparative Medicine forms presented to Security.
- B. Identification badge (ID) access to the Department of Comparative Medicine can only be added or removed from an identification badge (ID) by the Director or Associate Director of Security.
- C. The Director or Associate Director of Security will provide the Director of Environmental Health and Safety and the Director or Assistant Director of Comparative Medicine with a list of all persons with access to the Department of

Comparative Medicine as requested and at least quarterly for the purpose of review.

- D. Authorized College personnel who have forgotten their identification badge and are requesting remote access to the Department of Comparative Medicine by phone or intercom will not be given such access until their identity and authorization to enter has been positively confirmed by security staff.
- E. Students and employees who are not authorized persons and who require entry to the Department of Comparative Medicine for administrative reasons, classes or meetings will not be admitted without approval from the Director or Associate Director of the Department of Comparative Medicine or their designee.
- F. Visitors, outside contractors, delivery persons and vendors who require entry to the Department of Comparative Medicine for Department related business will not be admitted without approval from the Director or Associate Director of the Department of Comparative Medicine or their designee. If authorized, the aforementioned must sign in with security and wear a visitor or contractor badge at all times. The badges are not transferable and the aforementioned must sign out with Security at the end of the approved duration of the visit. (Refer to SS: 212, Outside Contractor Registration Policy.)
- G. Unauthorized College personnel who enter into the Department of Comparative Medicine may be subject to disciplinary action.

#### V. **EFFECTIVE DATE**

This policy shall be effective as of the date signed.

#### VI. **POLICY RESPONSIBILITIES**

- A. Employees, students, volunteers, outside contractors, consultants, and visitors - comply with the procedures outlined in this Policy.
- B. Department of Comparative Medicine staff - notify security of any unauthorized personnel.
- C. Environmental Health and Safety and Department of Comparative Medicine - review access list.
- D. Security - enforce the stated policy

VII. POLICY MANAGEMENT

Responsible Executive: Vice President of Operations  
Responsible Officer: Director of Security  
Responsible Department: Security

APPROVED:



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Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer



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Date