

Ammon-Pinizzotto Biopharmaceutical Innovation Center

Building Access Information

Our access policies are designed to ensure that everyone remains safe and secure. These policies and guidelines are effective as of September 18, 2023. Everyone's full cooperation is expected. Failure to follow these guidelines will lead to removal of building access and other disciplinary actions for visitors, students, staff, and faculty.

I. Building Access Hours: Monday to Friday: 8 a.m.–4:30 p.m.

During these hours, the building's main entrance doors will be unlocked, and anyone can enter the lobby of the building. All visitors must check-in at the tablet located at the reception desk, even when being escorted by a building resident.

II. Building Access Requirements

A. After Hours Access: Monday–Friday after 4:30 pm and all day on weekends and University holidays:

Access to the building is granted upon presentation of a valid Key Card (University ONEcard) that has been programmed with appropriate building access. Visitors may not access the building without a building resident. Building residents are responsible for actions of visitors after hours.

B. Obtaining Key Card and Key Access

- All new hires and students will be granted building access via their UD ONEcard. PI or designee must email the building support contact to request building access (APBioReception@udel.edu)
- Your supervisor/PI must complete the Building Contact Database form here: bpi.udel.edu
- Your supervisor/PI will be required to approve access to individual labs and common equipment areas. These areas may require additional training prior to access being granted.
- Building orientation/safety training will be scheduled with the Building Manager upon completing the Building Contact Database form. Access will not be granted until the building orientation has been completed.

C. Short Term Visitor Access

- A short term visitor is defined as a non-building resident that requires access to the building for up to one week. For visitors who need access for longer than one week at a time, please see the section on long-term visitors.
- All visitors must be escorted by their host – a building resident (except for UD Senior Leadership defined as individuals with the title of UD Vice President or UD Vice Provost or higher).
- All short term visitors must be announced, registered and sign in.
- One method to sign short term visitors in is to have them present themselves to the receptionist and use the tablet to get registered. Their host will be notified by the system.
- Another more streamlined method for short term visitors to sign in is to email the name, email, organization, reason for visit, and host name to APBioReception@udel.edu at least 24 hours in advance. A QR code will be emailed to visitors which can be scanned on arrival.
- Short term visitor access key cards may be requested for instances where such access is required on a short-term basis. Examples include vendors that require access to spaces, students attending training sessions or lab events, residents that forgot their UD ONECard at home, etc. Please contact APBioReception@udel.edu.
- Short term visitor access key cards should only be issued for the day and returned by the end of the business day. There is a drop-box next to the reception desk for key card returns if the receptionist is unavailable.
- Short term access is for limited hours (7:00am-6:00pm). If access is required beyond these hours, a special request must be made by the accompanying building resident who must also be accompanying the visitor during those hours.
- If access is required for longer than one week, the visitor host must work with their corresponding department HR contact to properly onboard the visitor and obtain a ONEcard. This will allow the non-paid, non-University people to get a UD ONECard and UD email which will provide access to the APBio building.
- Visitors who are UD faculty/staff (identified by showing their UD ONECard) will be badged into the elevators by building staff. All other visitors to the building (non-UD visitors and UD undergraduate and graduate students), will need to have their host meet them in the lobby.

D. Long Term Visitor Access

- If access is required for longer than one week, the visitor host must work with their corresponding department HR contact to properly onboard the visitor and obtain a ONEcard. This will allow the non-paid, non-University people to get a UD ONECard and UD email which will provide access to the APBio building. The long-term visitor will be asked to do a building orientation for safety purposes.
- The long-term visitor will not be required to sign in during every visit.

- The ONEcard will be programmed for access based on the need but access privileges will not be made available overnight (8pm-6am) or on weekends. Any long-term visitor requiring access during these hours will need a building resident host to provide access.

E. Building Access Guidelines for Safety and Security

- All building access holders (key or card) agree not to share their keys or cards to unauthorized personnel or to allow unauthorized personnel into restricted access spaces.
- Never hold the door open for anyone who you do not know is authorized to be in the building.
- Never prop the door open. Doors that are propped open will send an alarm to UD Public Safety. Any visitor that props open doors will have access removed and be referred to authorities. Any resident that repeatedly props open doors will be referred for disciplinary action and have access taken away.
- Access to PI or program assigned spaces will only be granted with the consent of the PI/Director/Supervisor.
- Lost UD ONEcards should be reported immediately to x4888 and to <https://onecard.udel.edu/> for deactivation.
- Other security issues should be reported to University Public Safety - x2222 and the building manager.
- Environmental Health & Safety (EHS) provides technical support, information and training, consultation, and periodic audits of environmental health and safety practices and regulatory compliance. EHS has an extensive website (<https://www1.udel.edu/ehs/>) that includes information and protocols related to laboratory safety, radiation safety, biosafety, emergency preparedness, and response and workplace safety.

III. OTHER CONSIDERATIONS

- When there is an event in public spaces that attracts large numbers of attendees, event organizers must coordinate with the UD Security Officer and custodial support about reasonable procedures that accommodate the needs of the event (see conference room policy)
- To arrange group parking in the STAR Tower lot, please contact Parking Services.
- Visitors requiring parking on campus should visit parking services at <https://sites.udel.edu/parking/visitor-2/>.
- If a building resident forgets their ONEcard, they can stop at the front desk to get a temporary card that can be programmed for the day.