

NPARL Policy - Keys

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From: Flammond, Barbara
Sent: Wednesday, March 21, 2007 1:50 PM
To: ARS-NPA-5436-ALL-FEDS
Subject: Issuing Keys to Employees

According to the NPARL Security Policy

"Access to buildings, gates, and storage areas is authorized by the Research Leader who will instruct the Administrative Officer to issue key(s) to employees as required by their job duties."

To comply with this policy, supervisors need to send an e-mail to their Research Leader requesting keys for their employee(s). The Research Leader will then forward the approval to the secretaries and cc the LAO. The secretaries or LAO can then issue the key(s) to the employee.

*Remember: Do not reproduce any key that is issued to you.
Do not lend your keys or proximity card to anyone.*

At the end of a workday, it is the responsibility of each employee to perform a routine check of their work area to ensure that appliances are turned off, equipment is left in appropriate mode, and cabinets locked as required. It is the responsibility of the last employee leaving a building to perform a routine check to ensure doors are closed and locked as required.

Anytime anyone passes through a closed or locked door/gate it is the responsibility of that person to close and/or lock the door/gate.

It is the responsibility of any employee who has access to the buildings during other than official hours to keep doors locked while they are in the building to prevent unauthorized persons from entering.

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