
 EHS	Document Owner: Facilities	Release Date: 4/29/2005
Document Title: MacroTechnology Works Security Procedures	Document No:	Document Rev: 01

1. **Scope** - Security procedures for Arizona State University's Macro Technology Works located at 7700 South River Parkway, Tempe, AZ 85284
2. **References**
3. **Documents**
 - a. **MacroTechnology Works Security Access Form**
4. **Equipment and Materials**
 - a. TBD
5. **Procedures**
 - a. **ASU employees** must complete **MacroTechnology Works Security Access Form**, please contact Security for most current form. Please follow directions on form and return to Security. Your Suncard, issued after Jan 1,2004 is to be used as your keycard. If you need a new card your dept is responsible for charges
 - b. **Permanent Facilities Contractors** (Air Products, JLL, etc) - must complete **MacroTechnology Works Security Access Form**, please contact Security for most current. Please follow directions on form and return to Security. You will then be given a keycard within a week from Security.
 - c. **Temporary Facilities Contractors** (Metro, C&W, SDB, etc)
 - i. A verbal/written request to Facilities is to be made.
 - ii. Designated Facilities person will then send email to Security approving that the temporary facilities contractor (by name) can check out designated card and for what time period (daily, weekly, indefinitely, etc).
 - iii. Security maintains a stockpile of cards and list for each of these contractors that can check out the card (metro #1, metro#2, metro #3, etc,)
 - iv. Only designated vendor can check out designated card
 1. Metro checks out Metro Cards
 2. SDB checks out SDB Cards
 3. Etc.

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d. FDC Vendors

- i. A verbal/written request to FDC is to be made.
- ii. Designated FDC person will then send email to Security approving that the temporary FDC vendor (by name) can check out designated card and for what time period.
- iii. Security maintains a stockpile of cards and list for each of the FDC Vendors (FDC vendor #1, FDC vendor#2, FDC vendor #3, etc.)


e. Other Site Vendors

- i. A verbal/written request to Facilities is to be made.
- ii. Designated Facilities person will then send email to Security approving that the temporary facilities contractor (by name) can check out designated card and for what time period (daily, weekly, indefinitely, etc).
- iii. Security maintains a stockpile of cards and list for each of these contractors that can check out the card (Prudential, Catering, etc.)
- iv. Only designated vendor can check out designated card
 - 1. Prudential check out Prudential card
 - 2. Catering checks out catering card
 - 3. Etc.

v.

f. Office/Fab Keycards

- i. There are 4 other keycards - These keycards are only for employees who have lost/forgot their badge and can be checked out from Security on a daily basis. These cards can only be checked out by personnel from that work area. For example, only an FDC employee can check out an FDC keycard.
 - 1. FDC Office and Fab Access
 - 2. FDC Office
 - 3. Ghassan's (FDC office and Ghassan's Lab)
 - 4. Frederick (FDC office and Frederick's Lab)

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6. Internal Security Information

- a. Security is responsible for ensuring all keycard checkout lists are kept up to date
- b. Security is responsible for signing out and signing in all keycards based on the time period (daily, weekly, etc.)
- c. Any issues with access are the responsibility of the employee and that manager

7. Security Information

- a. Site is controlled through Key Card Access
- b. MacroTechnology facilities controls access to the site, the ASU Suncard office does not control access
- c. Visitors must use intercom at revolving door to contact security for access
- d. Badges with pictures must be worn at all times (visitors wear visitor badge)
- e. If you need a badge contact JLL administrator
- f. All people on site must have picture badge or visitor badge (visitor badge = escort)
- g. In order to gain keycard access to site you must complete a FDC Security Access form
- h. Children/Unnecessary Visitors are not allowed in Lab/Fab, office area only and escorted at all times
- i. You are responsible for your Employees, Guests, Visitor, Contractors, etc. They may need site training
- j. Visitor badge = escort
- k. Do not let people tailgate through doors
- l. If no badge or un-escorted with a visitor badge, approach person or notify Security
- m. Security will NOT grant access from the lobby to any visitor, you must greet
- n. Any exceptions must be granted through Management
- o. Evacuation staging area is across the street (ASU Circle) to the North of the main parking lot, Headcount

8. Records

9. Revisions

- a. **Document created by James Kotonias 4-12-05**