

**SCRIPPS INSTITUTION OF OCEANOGRAPHY
KEY CONTROL POLICY**

7 January 2004

Purpose: The purpose of the key policy is to protect the property and privacy of the university, and of individuals assigned to use Scripps Institution of Oceanography facilities by limiting access to various spaces to only assigned individuals and their supervisors. It is recognized that Section Heads, Management Service Officers (MSOs), division directors and unit heads, SIO facilities managers and Facilities Management personnel may need to have occasional access to space assigned to others.

Scope: This policy applies to all SIO personnel including graduate students and to all facilities owned, leased or otherwise occupied by Scripps Institution of Oceanography.

Policy: Keys shall be issued by designated individual(s) within a section, division or academic unit with the following guidelines:

SIO Grand Master Keys - The following individuals may be issued these master keys:

Director of SIO

Assistant Deputy Director, Administration

SIO Facilities Manager

SIO Director of Capital Planning and Space Management

Building Master Keys - The following individuals may be issued building master keys:

Section Heads, Division Directors and Research Unit Heads

Management Service Officers

The section heads, division or unit chairs and MSOs may designate one individual to have the building master key, thus, providing availability of a key for individuals who lock themselves out of their office or lab. If a research unit has a service person on staff who's work demands frequent access to all spaces, this person could (with approval) be issued a building master key. Approval for issuance to other individuals must come from the Assistant Deputy Director, Administration or his designee, the Director Capital Planning and Space Management and/or the Facilities Manager.

Office Keys - Will be issued only to the individual(s) actually occupying the office and their supervisor or individuals designated by the principal investigator.

Laboratory Keys - Will be issued to the principal investigator and their specific designees.

Issuance: The division or academic unit should designate one individual to issue keys. This individual must keep an accurate record of exactly who is issued keys, which key hook/room number(s) they are issued and when, and a signature authorization card. It is recommended to ask for a minimum of \$5.00 deposit for each key. If the individual cannot afford the deposit, then the PI or appropriate supervisor should pay the deposit. Having a deposit has reduced key loss on upper campus dramatically.

Duplication: All keys to SIO or university facilities are the property of the university and are not to be duplicated by any faculty, staff or student. Duplication of a key, or the possession of a duplicate key (not made by UCSD Lock Shop), may result in appropriate discipline including referral to the UCSD Police Department for legal action.

Key Requests: Lock and key request forms to Facilities Management must be used and all appropriate approvals obtained before a work order will be issued to the Lock Shop for cutting new keys or changing locks. Appropriate SIO approvals mean the MSO or unit head signature for non-master keys and then checked for final approval by the Director of Capital Planning and Space Management. The Assistant Deputy Director, Administration shall approve all master keys or his designee, the Director of Capital Planning and Space Management, and/or Facilities Manager.

Key Retrieval: Upon termination of employment and/or student status, and/or requirement for access to the designated space, the keys must be returned to the issuing SIO unit.

Policy Enforcement: The policy and its enforcement will be the responsibility ultimately of the Assistant Deputy Director, Administration, with delegated authority to the Director of Capital Planning and Space Management, Facilities Manager, the section heads, MSOs, and the division chairs or unit heads.