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**CARLSBAD ENVIRONMENTAL MONITORING & RESEARCH CENTER**  
New Mexico State University

**Facility Access Control Plan**

**SM-04, Rev. 09**

**Effective Date: 10/5/2020**

_____	_____
<b>Author</b>	<b>Date</b>
_____	_____
<b>Safety Committee Member (other than author)</b>	<b>Date</b>
_____	_____
<b>CEMRC Director</b>	<b>Date</b>

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**CARLSBAD ENVIRONMENTAL MONITORING &  
RESEARCH CENTER**

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## **Introduction and Facility Description**

This Access Control Plan describes the administrative and engineering methods used to control access within the CEMRC facility. This plan defines the process and procedure used to determine how employees are given access to specific areas and laboratories. The plan also includes an access list for current employees and the minimum safety training requirements for working within the facility.

The CEMRC is a secure facility. All external entrances/exits are locked and visitors must stop in the main entrance and call an internal contact using a phone installed in the entrance foyer. Electronic keycard readers are installed on most doors. A combination of electronic keycards, wall-mounted card readers and door keys are used to control access inside the facility. Appendix A includes a general floor plan of the facility and detailed access plans for each of the four wings within the facility. The individual wing plans indicate the type of security devices used on individual room entrances. All rooms that have an electronic keycard reader can also be accessed using a door key. The entry doors to each of the four wings of the facility can be locked; however these doors are normally unlocked during working hours. All individual laboratories and storage rooms in the Laboratory and Radiobioassay/Organic Chemistry Lab wings are always locked. Most offices within the CEMRC have lockable doors but the doors are not equipped with electronic keycard readers and, if locked, must be opened using a door key.

## **Facility Access Authorization and Training**

Employees working at the CEMRC must access different areas/laboratories within the facility to perform their job. Authorization to access any area within the facility is driven by:

- 1) A need to access an area to perform the job
- 2) Approval from the appropriate supervisor
- 3) Approval of the laboratory/area supervisor
- 4) Completion of any required safety training for the job/area

The employee's supervisor, in conjunction with specific laboratory/area supervisor, determines what areas/laboratories within the facility the employee needs to access. The supervisor then sends a written request (Appendix B) to the CEMRC Key Custodian, Facilities Manager, listing the rooms/labs the employee needs to access. The request is reviewed by a member of the CEMRC Safety Committee who verifies, in writing, that the required safety training has been assigned and/or completed. After safety training has been verified, the CEMRC Key Custodian or designee will issue the employee an electronic keycard that has been programmed to allow access to the authorized areas/laboratories within the facility. At the same time, the Key Custodian or designee will issue the employee any other authorized door keys. A current list of all employees working in CEMRC and the authorized access for each employee is maintained by the Key Custodian.

## **Safety Training**

All employees working at CEMRC are required to complete the following CEMRC safety training biennially:

- SM-00, CEMRC General Safety Plan
- SM-01, CEMRC Emergency Action Plan
- SM-02, CEMRC Hazard Communication/Right To Know Program
- SM-07, CEMRC Hazard Communication (web-based)
- SM-04, CEMRC Facility Access Control Plan
- SM-03, CEMRC Chemical Hygiene Plan
- SM-05, CEMRC Radiological Control Manual

Due to the unique hazards within the laboratories, additional, specialized safety training is required to access the various laboratories in CEMRC. The specific training is tailored to the specific job. When a new employee begins work at CEMRC, the employee's supervisor determines what specific safety training will be required. The supervisor documents the required safety training on the Employee Safety Training Plan Form (Appendix C). The supervisor should consult with members of the CEMRC Safety Committee and the laboratory/area supervisors where the employee will be working.

Employees who enter the laboratories for purposes other than handling chemicals or radioactive materials, such as performing computer operations, conducting inventories, or performing facility repairs may be exempt from the typical training requirements by the appropriate laboratory supervisors. Appropriate training for such individuals will be provided and documented by the laboratory supervisor or his/her designee.

## **Master Keys and Emergency Access Keys**

A small number of personnel have master keys that will open most doors within the facility. The personnel who have these keys include a selected group of safety, facility, and administrative personnel per CEMRC Director's authorization.

In addition to the electronic keycards, laboratory supervisors are issued a set of emergency door keys for the external doors and door keys for their laboratories/work areas. The electronic card readers won't work if the building power is down and lab supervisors need the door keys to access their laboratories in the event of an emergency.

## **Contamination Analysis Automation Lab (CAA) Trailer and Mobile Bioassay Lab (MBL) Trailer**

CEMRC has two mobile laboratories located next to the main facility, the CAA and the MBL. These labs are accessed via a separate set of door keys (the master keys won't open these labs) that are maintained by the CEMRC Key Custodian and by the program supervisors responsible for these laboratories.

## Outdoor Storage Buildings and Compressed Gas Storage Area

The outdoor storage buildings and the gas storage area are accessed with individual keys or combination locks. Because so many employees need access to these areas, the keys are stored in a common area within the facility. The CEMRC Key Custodian maintains a second set of keys for these areas.

## Outside Contractors, Vendors and Service Personnel

Contractors, vendors and service personnel are often brought into the facility to service equipment or make repairs to equipment/infrastructure within CEMRC. The person scheduling the contractor/service personnel is responsible for ensuring that:

- 1) The work has been coordinated with the affected area/lab supervisor and personnel to ensure the work area is free of hazards.
- 2) The contractor/service personnel are fully aware of all local hazards and they have been provided the appropriate level of safety training needed to perform the work safely.
- 3) Contractor/service personnel are informed of CEMRC emergency alarms, evacuation routes and procedures.
- 4) A CEMRC contact is available, at all times, whenever contractor/service personnel are working in the facility.

## Revision History

<u>Revision #</u>	<u>Date</u>	<u>Description</u>
00	08/01/06	Initial plan
01	09/25/08	Updated maps (CEMRC Laboratory Wing Access and CEMRC Science Office Wing and Administrative Office Wing Access); minor editing
02	09/10/09	Annual review; added signature lines on page 1; minor changes on Employee Safety Training Plan Form (page 13)
03	06/06/11	Added two mandatory training requirements; revisions to Employee Safety Training Plan Form (Appendix C) – no highlighting due to major changes; updated Appendix D to reflect additional training requirements.
04	07/21/11	Revisions to Appendix D
05	08/06/12	Annual review; minor change
06	08/07/14	Biennial review; minor changes
07	08/15/16	Biennial review; minor change
08	08/22/18	Biennial review; revisions to Employee Safety Training Plan Form and Facility Access Form
09	10/5/20	Biennial review; minor changes

## Appendix A

### CEMRC Facility Floor Plan and Building Wing Access Plans

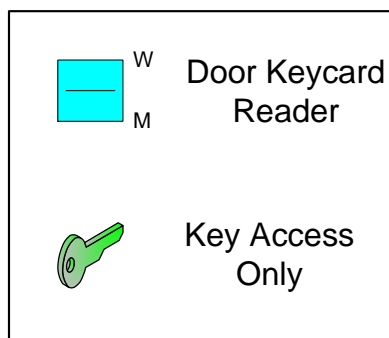
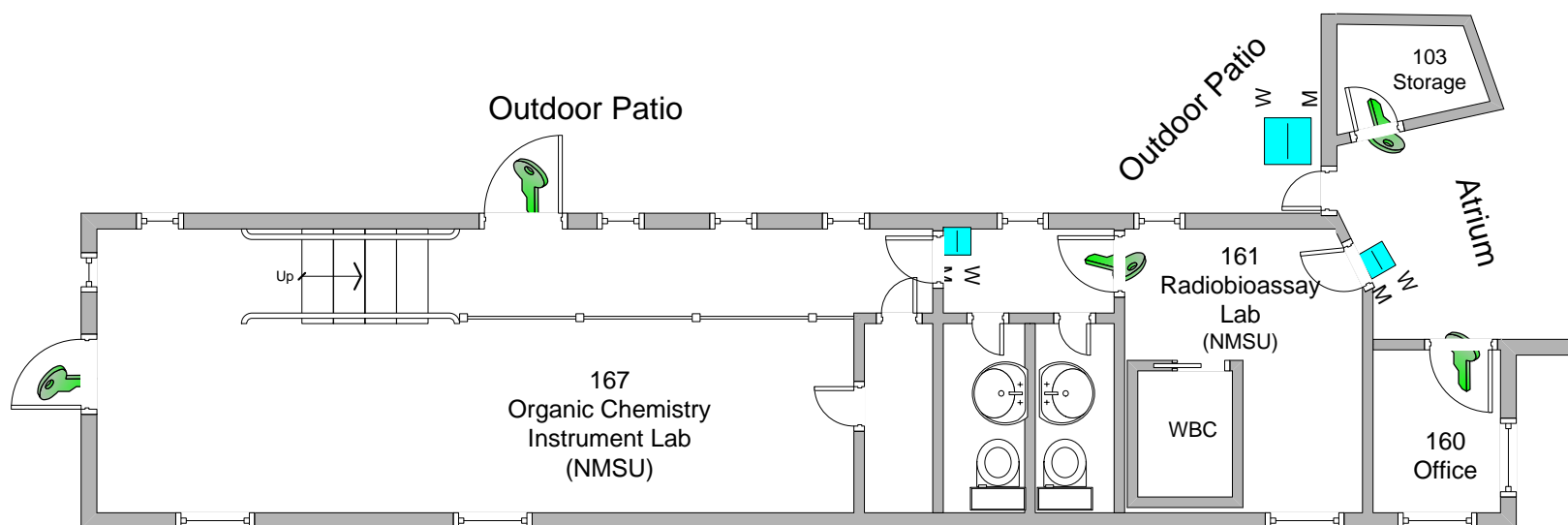
# Carlsbad Environmental Monitoring & Research Center Floor Plan (not to scale)



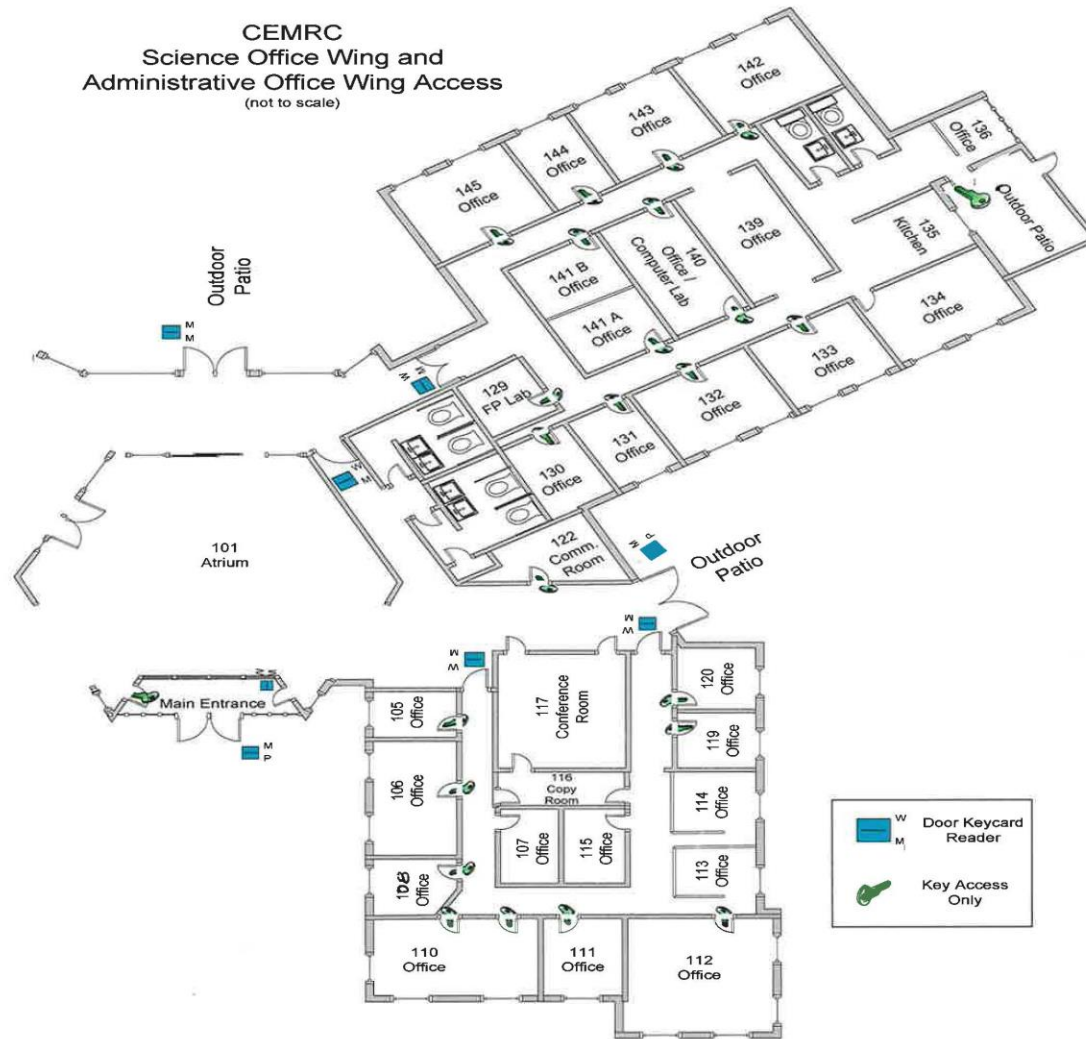
# CEMRC

## *In Vivo* Radiobioassay Lab and Organic Chemistry Instrumentation Lab Access

(not to scale)



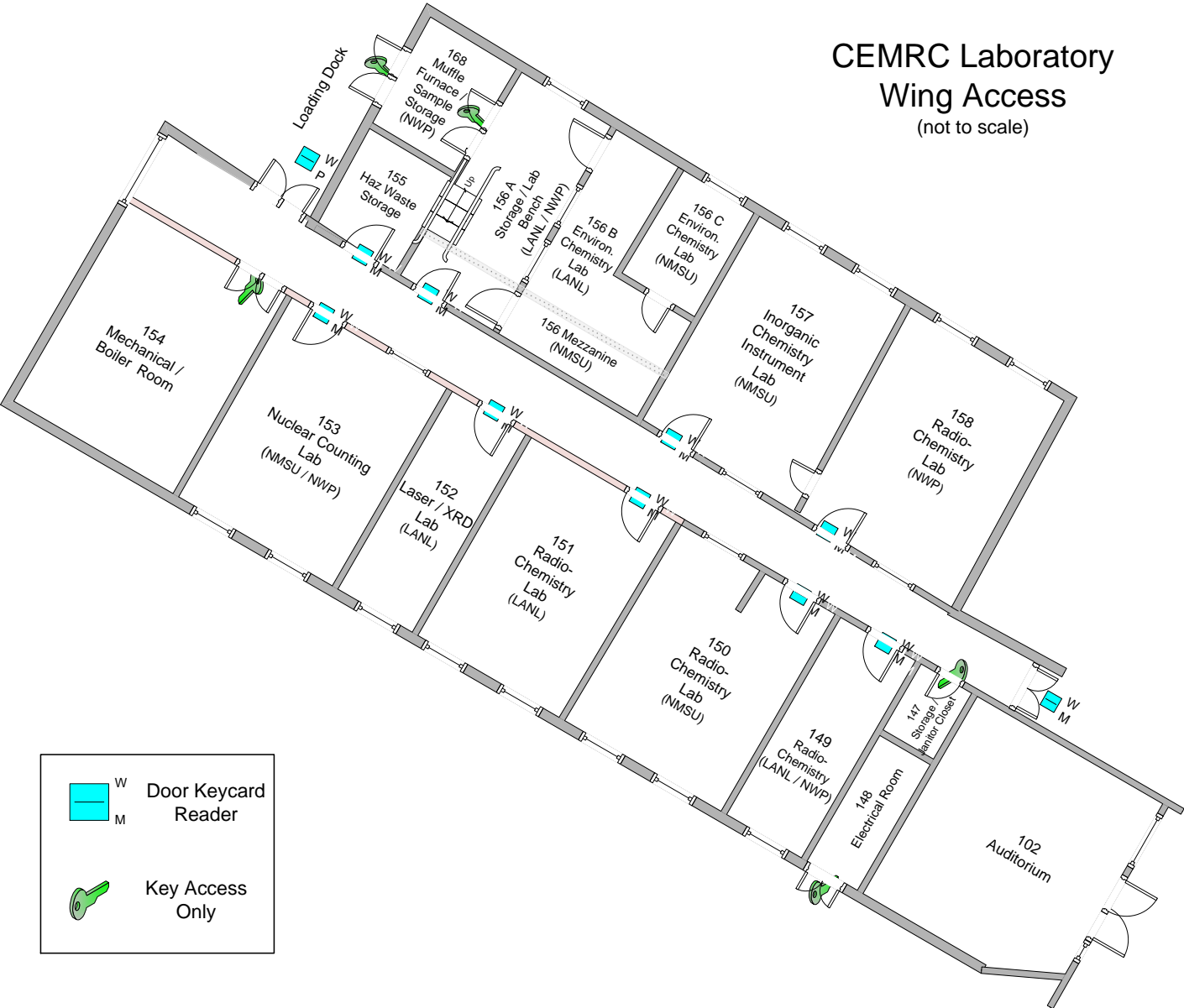
CEMRC  
 Science Office Wing and  
 Administrative Office Wing Access  
 (not to scale)







# CEMRC Laboratory Wing Access

(not to scale)



	W M Door Keycard Reader
	Key Access Only

Appendix B

CEMRC Facility Access Request Form

Employee: \_\_\_\_\_

Entry       Outside Key       Master

Office(s):

- |                              |                              |                              |                               |                              |
|------------------------------|------------------------------|------------------------------|-------------------------------|------------------------------|
| <input type="checkbox"/> 105 | <input type="checkbox"/> 111 | <input type="checkbox"/> 130 | <input type="checkbox"/> 141A | <input type="checkbox"/> 145 |
| <input type="checkbox"/> 106 | <input type="checkbox"/> 112 | <input type="checkbox"/> 131 | <input type="checkbox"/> 141B | <input type="checkbox"/> 160 |
| <input type="checkbox"/> 107 | <input type="checkbox"/> 115 | <input type="checkbox"/> 132 | <input type="checkbox"/> 142  |                              |
| <input type="checkbox"/> 108 | <input type="checkbox"/> 119 | <input type="checkbox"/> 133 | <input type="checkbox"/> 143  |                              |
| <input type="checkbox"/> 110 | <input type="checkbox"/> 120 | <input type="checkbox"/> 134 | <input type="checkbox"/> 144  |                              |

Areas/Laboratories:

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> 103 (ID Storage)     | <input type="checkbox"/> 149 (WIPP/LANL)   | <input type="checkbox"/> 155 (Waste Room) | <input type="checkbox"/> 167 (OC Lab)       |
| <input type="checkbox"/> 122 (Comm Room)      | <input type="checkbox"/> 150 (RC Lab)      | <input type="checkbox"/> 156A (LANL)      | <input type="checkbox"/> 168 (WIPP Storage) |
| <input type="checkbox"/> 129 (FP Lab)         | <input type="checkbox"/> 151 (LANL)        | <input type="checkbox"/> 156B (EC/FP Lab) | <input type="checkbox"/> CAA (Trailer)      |
| <input type="checkbox"/> 140 (IT Storage)     | <input type="checkbox"/> 152 (Laser Lab)   | <input type="checkbox"/> 157 (EC Lab)     | <input type="checkbox"/> MBL (Trailer)      |
| <input type="checkbox"/> 147 (Janitor Closet) | <input type="checkbox"/> 153 (Count Room)  | <input type="checkbox"/> 158 (WIPP Lab)   |   |
| <input type="checkbox"/> 148 (Elec Room)      | <input type="checkbox"/> 154 (Boiler Room) | <input type="checkbox"/> 161 (ID Lab)     |   |

Employee Supervisor: \_\_\_\_\_

Signature

Laboratory/Area(s) other than original departmental area access. A signature is required from each of the area/laboratory manager from whom requesting access.

\_\_\_\_\_  
Area/Lab Manager

\_\_\_\_\_  
Area/Lab Manager

\_\_\_\_\_  
Area/Lab Manager

Verification that all required safety training completed: \_\_\_\_\_

CEMRC QA Manager

Facility keycard and keys issued: \_\_\_\_\_

Facilities Services Manager

Appendix C

Employee Safety Training Plan Form

Employee Name: \_\_\_\_\_

Training Code	Safety Training	Date Completed	Employee Signature
SM-00	CEMRC General Safety Plan	_____	_____
SM-01	CEMRC Emergency Action Plan	_____	_____
SM-02	CEMRC Hazard Communication/ Right to Know Program	_____	_____
SM-07	Hazard Communication (web-based)	_____	_____
SM-04	CEMRC Facility Access Control Plan	_____	_____
SM-03	CEMRC Chemical Hygiene Plan	_____	_____
SM-05	CEMRC Radiological Control Manual	_____	_____
SM-08	General Employee Training (GET)	_____	_____
SM-23	NMSU Fundamentals of Laboratory Safety (web-based)	_____	_____
SM-15	WIPP Radiological Worker I or II	_____	_____
SM-16	LANL Radiological Worker II	_____	_____

Lab Manager/Supervisor Signature: \_\_\_\_\_

Radiation Safety Officer Signature: \_\_\_\_\_

- TLD       Entry In-Vivo Bioassay       Entry In-Vitro Bioassay