



Department of Agriculture

Governor John R. Kasich • Lt. Governor Mary Taylor
Director David T. Daniels

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Security Access Sheet

New Employee Name: _____ Employee ID: _____
Activation Date: _____ Essential Employee: Y N

Division:	Chief / Executive Director:
Title:	
Supervisor:	Contact Information

*** Please note that all Employees shall automatically have access to 1st Floor Common Areas of Bromfield & Plant Health***

SPECIAL ACCESS			
Security Access Level	Access Granted	Check Access to be Granted Bus. Hrs 24-7*	
Senior Staff	All Buildings*	<input type="checkbox"/>	<input type="checkbox"/>
Senior Staff/Veterinary/Handler	Dangerous Wild Animal Building*	<input type="checkbox"/>	<input type="checkbox"/>
Enforcement	All Buildings*	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance	12 Access (Non-Lab)	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance	22 Access (Lab-Access)	<input type="checkbox"/>	<input type="checkbox"/>
BROMFIELD BUILDING (21)			
Security Access Level	Access Granted	Check Access to be Granted Bus. Hrs 24-7*	
A	1st, 2nd, and 3rd Floor and Common Areas	<input type="checkbox"/>	<input type="checkbox"/>
B	Central Supply	<input type="checkbox"/>	<input type="checkbox"/>
C	Access to All Areas (Security Level)	<input type="checkbox"/>	<input type="checkbox"/>
D	Custom (e.g. IT Access; Human Resources Afterhours Access):	<input type="checkbox"/>	<input type="checkbox"/>

***24 Hour / Weekend / Executive / Maintenance / DWA Access Require Assistant Director, Deputy Director, or Division Chief or Director Approval**

A.B. GRAHAM ENFORCEMENT/RIDES/ LIVESTOCK BUILDING (1)			
Security Access Level	Access Granted	Check Access to be Granted	
		Bus. Hrs	24-7*
A	Entrance to First Floor of Building and Common Areas	<input type="checkbox"/>	<input type="checkbox"/>
B	Basement Floor (Enforcement)	<input type="checkbox"/>	<input type="checkbox"/>
C	1st Floor (Livestock) and Common Areas	<input type="checkbox"/>	<input type="checkbox"/>
D	2nd Floor (Ride Safety and Food Safety) and Common Areas	<input type="checkbox"/>	<input type="checkbox"/>
E	Access to All Areas (Security Level)	<input type="checkbox"/>	<input type="checkbox"/>
F	Custom (e.g. Ride Safety Office; Telecommunications Room; Property Room):	<input type="checkbox"/>	<input type="checkbox"/>
ANIMAL HEALTH BUILDING (6)			
Security Access Level	Access Granted	Check Access to be Granted	
		Bus. Hrs	24-7*
A	First Floor of Building and Common Areas (Animal Health General Staff/No Labs)	<input type="checkbox"/>	<input type="checkbox"/>
B	Lab Access (Animal Health Management Staff)	<input type="checkbox"/>	<input type="checkbox"/>
C	Access to All Areas (Security Level)	<input type="checkbox"/>	<input type="checkbox"/>
D	Custom (e.g. Bacteriology; Alkaline Hydrolysis):	<input type="checkbox"/>	<input type="checkbox"/>
CPL/ATL BUILDING (3)			
Security Access Level	Access Granted	Check Access to be Granted	
		Bus. Hrs	24-7*
A	Entrance to First Floor of Building and Common Areas (CPL/ATL General Staff)	<input type="checkbox"/>	<input type="checkbox"/>
B	Lab Access: Micro (005) Micro Lab Formulation Samples Plant Pest Grinding Room BSL 3 Lab	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
C	Access to All Areas (Security Level)	<input type="checkbox"/>	<input type="checkbox"/>
D	Custom (e.g. East Door; CPL Basement Doors):	<input type="checkbox"/>	<input type="checkbox"/>

PLANT BUILDING (23)			
Security Access Level	Access Granted	Check Access to be Granted Bus. Hrs 24-7*	
A	Entrance to First Floor of Building and Common Areas (Visitor)	<input type="checkbox"/>	<input type="checkbox"/>
B	1st & 2nd Floor Common Areas (Plant Lab General Staff)	<input type="checkbox"/>	<input type="checkbox"/>
C	Lab Access: Room 118 (Seed/Testing)	<input type="checkbox"/>	<input type="checkbox"/>
	Room 122C-122D (Receiving)	<input type="checkbox"/>	<input type="checkbox"/>
	Room 124 (bio-security)	<input type="checkbox"/>	<input type="checkbox"/>
	Room 125 (Examination)	<input type="checkbox"/>	<input type="checkbox"/>
	Room 127 (Entomology/Nematology)	<input type="checkbox"/>	<input type="checkbox"/>
	Room 129 (Headhouse)	<input type="checkbox"/>	<input type="checkbox"/>
	Room 131 (Plant Pathology)	<input type="checkbox"/>	<input type="checkbox"/>
D	Access to All Areas (Security Level) (e.g. Lab Managers)	<input type="checkbox"/>	<input type="checkbox"/>
E	Custom:	<input type="checkbox"/>	<input type="checkbox"/>
WEIGHTS & MEASURES BUILDING (5)			
Security Access Level	Access Granted	Check Access to be Granted Bus. Hrs 24-7*	
A	First Floor of Building and Common Areas	<input type="checkbox"/>	<input type="checkbox"/>
B	Lab Access: Small Mass	<input type="checkbox"/>	<input type="checkbox"/>

Authorizing Official Signature
Granting Access:

Supervisor

Printed Name

Date

Chief/Director, Division

Printed Name

Date

Authorizing Official Signature
Granting 24 Hour / Weekend
Access:

Asst. Director/Deputy Director

Printed Name

Date

Human Resource Director:

Director

Printed Name

Date