# LSU | College of Engineering
# Department of Mechanical & Industrial Engineering

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| **Date:** | April 18, 2017 |
| **From:** | Dimitris E. Nikitopoulos<br>Chair, Department of Mechanical & Industrial Engineering |
| **Through:** | Judy Wornat<br>Dean, College of Engineering |
| **To:** | Richard Koubek<br>Vice President and Provost<br>Academic Affairs |
| **Re:** | Implementation of a Refundable Laboratory Key Deposit Policy |

The Department of Mechanical & Industrial Engineering requests approval of a $100 *refundable* laboratory key deposit policy relative to the issuance of laboratory keys to eligible individuals including, but not limited to, students, post-doctoral fellows, research associates, and visiting faculty as approved by, and at the discretion of, the Department Chair. The Department formulated this policy based upon the successes and limitations of its previous refundable key and current toolbox key deposit policies, as well as the refundable key deposit policies of other departments in the College of Engineering. This policy does not apply to tenured/Tenure-track faculty and permanent Departmental staff members.

All eligible individuals who want to be issued keys to MIE laboratories in Patrick F. Taylor Hall will be issued a keyring with the appropriate key(s) (limit of two per keyring) in the KeyTrack biometric (fingerprint) key lock box that has been installed in PFTH at the initiative of the Department. The term "keyring" will hereafter refer to the keyring itself and the key(s) it holds. In order to be assigned a keyring in the lockbox, and to be granted access to the lockbox, the eligible individuals will follow the protocol as follows.

Set-Up Protocol

1. Eligible individuals requesting a keyring submit the MIE Key and Lockbox Access Request Form (attached) to the Departmental Laboratory Manager, or a designee as specified by the Department Chair, hereafter referred to as the "LM".
2. The LM uses the TIS Application in Mainframe and a TRX Code to add the $100 refundable keyring deposit to the eligible individual's Billing Statement.
3. The eligible individual pays the deposit at the Bursar's Office and brings a printed receipt to the LM.

4. The LM creates an access profile for the eligible individual in the key lock box, using the access software installed on the computer terminal at the LM's desk. This process includes entering the eligible individual's name, contact information, and fingerprints into the software. This concludes the Set-Up Protocol.

Key Check-Out/Check-In Protocol and Rules

1. The approved eligible individual that has been assigned a keyring, <u>hereafter referred to as the "keyring-holder"</u> will log-into the key lock box by entering their username on the screen and placing their fingerprint (entered at the time of profile set-up) as verification of their authorization to access their keyring check-out profile.
2. The system will snap a photograph of the keyring-holder in question, note the date and time of the transaction, open the key lock box door, and allow the keyring-holder to remove their assigned keyring from the key rack. The keyring-holder may proceed to access only the laboratory (or laboratories) to which their faculty supervisor and Department Chair have granted them authorization to access. (Such authorization is denoted on the MIE Keyring and Lockbox Access Request Form in the Appendix.)
3. Keyring-holders who have checked out a keyring must promptly and immediately return the keyring to the key lock box before leaving the PFTH building. Failure to return a keyring within 24 hours from the time of check-out will result in a warning. Three warnings will result in loss of keyring privileges and forfeiture of the deposit. A warning will be issued for every 24 hours that the keyring remains checked out. If any of the constituents of the keyring is declared lost by the LM, or the Department Chair, the deposit of the offender becomes *non-refundable* and defaults to the Department to offset the expenses incurred in rekeying all of the appropriate doors. Keyring-holders who have been issued three warnings or have declared their keyring or any of its constituents lost will have their key-lock-box access privilege revoked and will have to repeat the process of application, approval and keyring issue including the remittance of a new deposit.
4. Keyring-holders must never allow anyone to borrow their keyring or its constituents, nor must they check-out their keyring for the use of any other individual.
5. Keyring-holders must never use their key(s) to enter a room for which they have not been approved per the MIE Key and Lockbox Access Request Form, and if they do so they will risk facing legal consequences associated with breaking and entering.

Protocol to Refund Key Deposits to the Keyring-Holder upon Leaving the University

1. The keyring-holder contacts the LM in order to begin the refunding process.
2. The LM removes the keyring-holder's access privilege to the key lock box and uses the TIS Application in the Mainframe and a TRX Code to send the $100 refunded keyring deposit to the keyring-holder's Billing Statement.

Department of Mechanical & Industrial Engineering (MIE)
Key and Lockbox Access Request Form

I hereby request a keyring with key(s) to access Room (s) #_____
of Patrick F. Taylor Hall (PFTH). <u>The term "keyring" will hereafter refer to the keyring itself
and the key(s) (maximum of two) it holds.</u>

I understand that I must promptly and immediately return the keyring to the key lock box before
leaving the PFTH building, and under no circumstances take it with me outside the building.

I understand that failure to return a keyring within 24 hours from the time of check-out will
result in a warning, and that three warnings will result in loss of keyring privileges and the
forfeiture of the $100 deposit I have remitted at the LSU Bursar's office.

I understand that a warning will be issued for every 24 hours that my keyring remains checked
out.

I understand that that if any of the constituents of the keyring is declared lost or stolen by the
LM, or the MIE Department Chair, because of my failure to return the keyring according to the
rules, my deposit will be forfeit (i.e. becomes *non-refundable*) and defaults to the Department to
offset the expenses incurred in rekeying all of the appropriate doors.

I understand that, if I am issued three warnings, or have had my keyring or any of its constituents
declared lost, I will have my key-lock-box access privilege revoked and will have to repeat the
process of application, approval and keyring issue including the remittance of a new deposit.

I understand that I must never allow anyone to borrow my keyring or its constituents, nor must I
check-out my keyring or its constituents for the use of any other individual.

I understand that I must never use my key(s) to enter a room that is not aforementioned in this
agreement, and if I do so I risk facing legal consequences associated with breaking and entering.

I understand that upon termination of employment in the MIE Department or before graduation,
whichever applies or occurs first, I will need to contact the MIE Department to have my keyring
access privileges cancelled and request the refund of my deposit. Failure to do so for more than
six months after I am no longer associated with the MIE Department will result in forfeiture of
my deposit.

Signature: _____        Date: _____

Printed Name_____        LSU ID #: ___-____-_____

myLSU Username: _____

As the Faculty Supervisor of the individual specified above, I hereby grant authorization to this
individual to access the Room(s) of Patrick F. Taylor Hall indicated at the top of this form.

Faculty Supervisor Signature: _____        Date: _____

Faculty Supervisor Name: _____