

Badge Request Form

Updated 11/04/16 dnj

This card is: New Change Reissue Other (specify): _____ Request Date: _____

Name: _____ Job Title: _____ OSU ID #: _____

Biomedical Sciences Clinical Sciences VTH Dean's Office OVDL VRL HS Business Center Pharmacy

Employment Start Date: _____ Employment End Date: _____ Home Department (if not CVM): _____

→ Check appropriate access levels:

Name of person to duplicate access privileges, if any

		Staff – Dryden Hall		Staff - Magruder Hall
Clin-Tech Drug	*	Rail - 234 Entries Only	#	Staff/Student Worker
Clin-Tech NO Drug		Rail - All 234	#	Staff/Student Worker Shell North or South
Clin-Tech ReseaD Annex	*	Rail - Gate Only		Staff/Student Worker w/ReseaD
Clin-Tech ReseaD Shell - No Drug		Rail - ISO 244 / ISO 245	#	Staff/Student Worker w/ ReseaM
Clin-Tech ReseaM Annex	*			Student year 1 – 2
Clin-Tech ReseaM Drug	*			Student year 3 – 4 Surgery core/locker rooms
Clin-Tech ReseaM Shell - Drug	*	Research Dryden - 3 rd Floor		Student year 3 – 4 ReseaD
Clin-Tech ReseaM Shell - No Drug		Research Magruder - 274		Student year 3 – 4 ReseaM
				Student year 3 – 4 + North Shell
Pharmacy	*	Staff VRL	@	Entries Only
Facilities –Master				

Supervisor's Signature: _____

Date: _____

Printed Supervisor's Name: _____

Dept Head's/Designee's Signature: _____

Date: _____

Printed Head/Designee's Name: _____

* Drug room/Annex Signature: _____

Date: _____

Brian Bowers or Designee Name: _____

^ Magruder 274 Research/Lab space: _____

Date: _____

Bernadette Stang or Designee Name: _____

RAIL Supervisor: _____

Date: _____

Helen Diggs and or Matt Philpott

→ Indicate if Helen Diggs/Matt Philpott approval given by telephone, and INITIAL.

@ VRL Supervisor: _____

Date: _____

Donna Mulrooney or Wendy Black

Person issuing card: (Signature): _____

Date: _____

Print Name: _____

Person receiving badge (Signature): _____

Date: _____

Print Name: _____

Functional Group	Descriptions
	Drug Supply room, includes Annex, but not the other way.
Clin Tech Drug *	All common areas Plus surgery, radiology, teaching surgery but NO Pharmacy proper, Shipping, Research Mag/Dryd, Shell N/S - * Requires Brian Bowers approval
Clin Tech NO Drug	Same as above but NO Drug supply nor annex areas
Clin Tech ReseaD Annex *	Same as above, + Annex, and Research Dryden, still NO Drug supply area - * Requires Brian Bowers approval
Clin Tech ReseaD Shell NO Drug	Same as above, + South Shell (259) with NO Drugs
Clin Tech ReseaM Annex *^	Same as above, + Research Magruder (274) and Annex, NO Drug Supply - * Requires Brian Bowers ^ Requires Bernadette Stang approval
Clin Tech ReseaM Drug *^	Same as above, + Research Magruder (274), Drug Supply - * Requires Brian Bowers approval ^ Requires Bernadette Stang approval
Clin Tech ReseaM Shell Drug *^	Same as above, + Shell South space (259), Drug Supply - * Requires Brian Bowers approval ^ Requires Bernadette Stang approval
Clin Tech ReseaM Shell No Drug^	Same as above, NO Drug Supply ^ Requires Bernadette Stang approval
Entries Only	Common Magruder hall entries, Dryden entries, North Gate
Master – Facilities	
Pharmacy *	General Magruder, Pharmacy RESTRICTED TO PHARMACY STAFF ONLY - Requires Brian Bowers approval
Rail – 234 Entries Only #	Gate and entries to main building
Rail – 234 NO 102A #	# Requires Matt Philpot approval
Rail – 234 All 234 #	# Requires Matt Philpot approval
Rail – 234 Gate Only	Gate Only
Rail ISO 244 #	Gate, 234 all and 244 - # Requires Matt Philpot approval
Rail ISO 245 #	Gate, 234 all and 245 - # Requires Matt Philpot approval
Rail ISO All #	Complete Rail facility - # Requires Matt Philpot approval
Research Dryden	Entries, 1 st , 2 nd , 3 rd floor labs and elevator
Research Magruder ^	Entries, Magruder 274 ^ Requires Bernadette Stang approval
Staff Annex	Staff plus Annex - * Requires Brian Bowers approval
Staff Dryden	Entries, and 1 st floor offices, 2 nd floor after hours NO 3 rd floor, NO 1 st floor lab
Staff Magruder ^	Entries, common areas, NO Surgery, Radiology, Labs, ISO, Drug/Pharmacy areas or Shell ^ Requires Bernadette Stang approval
Staff North Shell	Staff plus North Shell (259)
Staff South Shell	Staff plus South Shell (259)
Staff VRL @	VRL entries - @ Requires Wendy Black approval
Student 1 – 2	Staff plus Student Teaching
Student 3 – 4	Adds Surgery core, Radiology, ISO,
Student 3 – 4 – Resea – all ^	Adds Magruder 274 Lab and Dryden 1 st and 3 rd floor labs ^ Requires Bernadette Stang approval
Student 3 – 4 – Resea – Dry	Adds Dryden 1 st and 3 rd floor labs
Student 3 – 4 – Resea – Mag ^	Adds Magruder 274 lab ^ Requires Bernadette Stang approval
Student 3 – 4 + North Shell	Adds North Shell (249)
Student Worker – Dryden	Same as Staff Dryden
Student Worker – Mag	Same as Staff Magruder