

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-004.4
	Date Issued: 8/14/03
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TITLE: KEYS	Approved: Title: <i>Louis DiBerardinis</i> <hr/> Director, EHS
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The issuance of MIT keys require the information on a Key Request form; found at <http://web.mit.edu/facilities/www/keys/>, be filled in by the requesting department. The information is verified and keys issued accordingly.

Steps in obtaining MIT keys:

- Get approval from your Deputy Director / Associate Director / Manager
- See EHS Personnel Administrator for “key form” and final approval
- EHS Personnel Administrator records key(s) issued to individual(s) in the “Keys” Database.
- Master Keys - Obtain approval from **EHS** (Deputy Director / Associate Director / Personnel Administrator/) **and the Department of Facilities** (Director of Operations).
- Form will be submitted to Facilities’ Key Office Associate and he/she will notify EHS Personnel Administrator when key(s) are ready.
- EHS Personnel Administrator notifies employee when keys are ready for pick up.
- Person responsible for the key(s) will pick them up in room: 7-019 between 8:00 AM–4:00 PM, M-F.
- All keys **must** be returned to EHS Personnel Administrator when no longer needed or the person is no longer employed by the EHS Office.
- When keys are returned, Personnel Administrator records this in the “Keys” Database; matching the person returning the key with an existing record.
- **Each individual is responsible for the key(s) assigned to them.**
- **Master keys must be kept in a secure place when not in use.**
- **Under no circumstances, should Master Keys be lent to non-MIT personnel or non-EHS personnel.**
- **If keys are lost / stolen, notify the EHS Personnel Administrator immediately.**

To Consider:

1. Are there other individuals who need this key?
2. Should a spare be kept @ EHS Office?
3. If replacing a lost/missing key, what are the security implications of this key? Discuss with your Deputy Director/Associate Director/EHS Director.