

Energy Farm Access Procedures

IF YOU ALREADY HAVE A PROX CARD:

- ACES online training must be completed before you can have access.
- Fill out the UIUC Energy Farm Entry Request Form and return to Tim Mies.

IF YOU DO NOT HAVE A PROX CARD YET:

- ACES online training must be completed before you can have access.
- Fill out the UIUC Energy Farm Entry Request Form and return to Tim Mies.
- Once the form has been signed by your supervisor, provide a copy to both Tim Mies at the Energy Farm and Jordyn Conerty in the Crop Sciences main office. Jordyn will need a non-refundable \$8.50 fee (CASH /CHECK ONLY) to get an Prox Card.
- Crop Sciences will email you once you can to the campus ID center to exchange your current ID for a prox card ID.

Entry doors and interior doors will be unlocked between the hours of 8:00 am and 5:00pm on normal business days when staff is around. The building should be locked again during work hours if no one is present. To lock during the day requires a “double swipe” where an a prox card is swiped past the reader twice approx. 2 seconds apart.

After-hours access will require the use of the prox card. If you access the building after hours, you are responsible for keeping the building secure while working in the field (i.e. do not leave large doors open or block entrance doors ajar if you are not present). Failure to keep the building secure can result is revocation of prox card privileges. Please treat security no different than you would a campus lab / office.

Please find or call me if you have any questions. 244-8610.

Thanks,
Tim

UIUC Energy Farm Entry Request Form

Sponsoring Faculty member or designated representative must sign or send email authorizing keys.
Return form to Tim Mies tmies@illinois.edu

First Name: _____ **Last Name:** _____
(As it appears on your I-Card)

Net ID: _____ **UIN #** _____ **Email:** _____

Campus. Phone #: _____ **Cell:** _____

Department Address : _____

City *State* *Zip Code*

ACES Online Training Completed: Yes No **Start Date:** _____

Energy Farm Training / Orientation Completed Yes No **Anticipated End Date:** _____

Faculty Sponsor: _____

Faculty Signature: _____

Main Department (circle one):

- Core (ADM)
- Crop Sciences(CPSC)
- IGB (IGB)
- OTHER :

Authorized Access:

- Building Access Daytime
- Building Access AfterHours
- Keybox Access

TO BE COMPLETED BY ENERGY FARM STAFF

Position Type (circle one):

- Faculty Staff Post Doc
- Student Academic Hourly UIUC Visitor
- Extra Help

Undergrad – expected end of employment _____(month/year)

Grad – expected graduation date: _____(month/year)

I, undersigned, acknowledge payment of the non-refundable \$8.50 fee for the prox/key card and received a receipt for the key card. I agree not to loan, transfer, or give possession of my prox card to others. If the ID card is either lost or stolen, I will notify Crop Sciences immediately. Upon reissue of said ID, I will be charged a non-refundable fee of \$20.00. I further agree that if issued privileges of afterhours/weekend access that I will maintain a secured environment of the building at all times (example: leaving doors open while out in field areas.) I accept that if I repeatedly violate this agreement that my access to Energy Farm space and/or resources may be suspended

Signature: _____ **Date:** _____