

| <b>CVM Key Request/Return Policy</b> |                                          |
|--------------------------------------|------------------------------------------|
| <b>Date approved by TUCVM Dean</b>   |                                          |
| <b>Date for Next review</b>          |                                          |
| <b>Compliance Lead</b>               | Director of Veterinary Operations, TUCVM |
| <b>Agreed Policy file name</b>       |                                          |
| <b>Agreed Policy Location</b>        |                                          |
| <b>Agreed Policy Location</b>        | One Drive/Filemaker                      |

## **1. Introduction**

- 1.1 The key request/receipt policy and procedure applies to the issuance of and return of all keys to and from the faculty and staff of the College of Veterinary Medicine.
- 1.2 This policy is designed to document and provide a record of the issuance and receipt of all keys throughout the CVM in our efforts to support the safety and security of the CVM faculty, staff and students.
- 1.3 The key request/receipt policy and procedure may be amended, withdrawn, suspended or departed from at the discretion of the CVM.

## **2. Procedure for Issuance (Key Request)**

- 2.1 A request for a key must be made by the department supervisor using the electronic **Key Request Form** located on the CVM internal database. All fields must be completed prior to submission and include the Supervisor's signature.
- 2.2 Once complete, this form is to be submitted to the Office of the Director of Veterinary Operations for processing and submitted to the Dean for approval and signature.
- 2.3 Once complete with all CVM signatures which includes: Dept. Head, Dir. of Veterinary Operations and the Dean, the key request is then submitted to Thompson Facilities for processing of the request.
- 2.4 Once the key is received by the Office of Veterinary Operations, the faculty and/or staff member will be required to sign confirming receipt of the key at the time of issuance.

## **3 Procedure for Return of Keys**

- 3.1 Upon relocation/termination of faculty/staff all keys must be returned to the Office of Veterinary Operations.
- 3.2 The department head is required to coordinate the receipt of the key from the staff member with the Office of Operations.

- 3.3 A key receipt form (University document) must also be completed and be signed by the Faculty/Staff and Department Head/Direct Supervisor to confirm and record receipt of the key.
- 3.4 Returned keys are to be logged by and be kept in the Office of the Director of Veterinary Operations until the space has been reallocated.