

FAS: Key Control

Introduction

The control of laboratory keys is maintained through the use of logs for the following key groups:

6.3.4.1 AR

- door keys
 - laboratory cabinet keys
 - storage locker keys
 - miscellaneous keys
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Key logs

Key logs for each key group contain the following information.

- a list of the keys by stamped key number
 - tag number
 - the use of each key or the location of its associated lock
 - key inventory
 - an appropriate distribution log containing the stamped key number, the name of the recipient, and the dates received and returned with initials
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Responsibility

The responsibility for the assignment and distribution of keys, the maintenance of the key logs, and the storage of unused keys is the responsibility of an employee designated by the Laboratory Director.

Key storage and security

All unused keys are stored in the secured key box in the main file room
