

**INSTRUCTIONS:** Indicate where you are requesting access with an "X" and send this form 'as an attachment' via e-mail to [cardkeyaccess@bpa.gov](mailto:cardkeyaccess@bpa.gov). Security will contact the approvers for each area requested. All requests are approved and processed electronically. Please allow five business days for processing.

1. Employee Name (Last, First, and M.I.): \_\_\_\_\_ | 2. Routing: \_\_\_\_\_ | 3. Work Phone: \_\_\_\_\_

4. Justification – Explain why this employee requires access to area(s):

PORTLAND ACCESS		VANCOUVER ACCESS	
<input type="checkbox"/>	Administrator's Suite, Room 717 SW	<input type="checkbox"/>	Z-695, Study Room
<input type="checkbox"/>	B-1 Freight Elevator @ Loading Dock	<input type="checkbox"/>	Z-695, Dispatcher Training Facility
<input type="checkbox"/>	B-101, Telephone Switch Room	<input type="checkbox"/>	Z-759, Warehouse Bin Room
<input type="checkbox"/>	B-103, Mechanical Room	<input type="checkbox"/>	Z-610, IT Room, Door 139A
<input type="checkbox"/>	B-105, UPS Room	<input type="checkbox"/>	Z-695, IT Install, Door 130
<input type="checkbox"/>	B-116, Microcomputer Install Room	<input type="checkbox"/>	Z-989, East Step Entry, Door 106N
<input type="checkbox"/>	B-116A, Microcomputer Storage Room	<input type="checkbox"/>	Z-992, without Basement Access
<input type="checkbox"/>	B-120, Telephone Office	<input type="checkbox"/>	Z-992, West with Basement Access
<input type="checkbox"/>	B-158, Electrical Room	<input type="checkbox"/>	Z-992, East Basement Door with PIN
<input type="checkbox"/>	B-164A, Inactive Records Storage	<input type="checkbox"/>	Z-995, Ampere Annex, Door 100
<input type="checkbox"/>	B-164W, Central Records	<input type="checkbox"/>	Z-1255, HazMat Building
<input type="checkbox"/>	B-188N, Storage	<input type="checkbox"/>	Z-989, FIN Server Room ( <i>Limited Access Area</i> )
<input type="checkbox"/>	B-197 CSOAC Room	<input type="checkbox"/>	Z-989, North Ampere FIN NOC ( <i>Limited Access Area</i> )
<input type="checkbox"/>	B-198, Cyber Security	<input type="checkbox"/>	Covered Parking @ Van Mall
<input type="checkbox"/>	HQ 905 Garage Gate Arm Access	<input type="checkbox"/>	Z-993, S. Exterior, Door 107E
<input type="checkbox"/>	BMS Room	<input type="checkbox"/>	Emergency Scheduling Center (ESC)
<input type="checkbox"/>	Fire Egress Door	<input type="checkbox"/>	4400 Building, Suite 75
<input type="checkbox"/>	Cafeteria Storage (B-1), Door 105 & Elevator	<input type="checkbox"/>	4400 Building, Suite 200
<input type="checkbox"/>	B-140A, Bicyclist Room/Aerobic Studio	<input type="checkbox"/>	4400 Building, IT Closet
<input type="checkbox"/>	Fitness Centers (access at Ross included)	<input type="checkbox"/>	OPP, Suite 326
<input type="checkbox"/>	Human Resources, Doors 152W & 152SW		Fleet Services Building
<input type="checkbox"/>	JTS-1, Room 168		Z-1559 Sally Port Access
<input type="checkbox"/>	JTS-2, Rooms 281, 288N, 288S, 289		
<input type="checkbox"/>	JTS-2, Parts Room		
<input type="checkbox"/>	JTS-2, PACS Server Cabinet		
<input type="checkbox"/>	JTS-3, Room 368		
<input type="checkbox"/>	JTS-4, Room 468		
<input type="checkbox"/>	JTS-5, Room 568		
<input type="checkbox"/>	JTS-6, Room 668		
<input type="checkbox"/>	JTS-6, Room 668B		
<input type="checkbox"/>	JTS-7, Room 768		
<input type="checkbox"/>	Penthouse		
<input type="checkbox"/>	Power Operations Center (POC) 24x7 Shift Area		
<input type="checkbox"/>	Power Operations Center (POC) Main Area		
<input type="checkbox"/>	Library Back Door 24/7		
	B-193, Cyber Forensics & Remediation		

FILE CODE: SR-1145 RETENTION: Destroy 3 years after return of key

**OFFICIAL USE ONLY**

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to ensure the security and safety of its employees, contractors, and facilities. The data you supply will be used by security personnel to provide employees access to specific physical sites. Public reporting burden for this collection of information is estimated to average .16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining that data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project (OMB control number 1910-5188), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB control number 1910-5188), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor-operated facilities.

Submission of this data is required.