

**DRAFT**

**CARD KEY ACCESS REQUEST**

**INSTRUCTIONS:** Indicate where you are requesting access with an "X" and submit the form or attach this form to e-mail and route 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. Employee Routing \_\_\_\_\_ 3. Employee Work Phone No. \_\_\_\_\_

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

PORTLAND ACCESS		VANCOUVER ACCESS	
	Administrator’s Suite, Room 717 SW		Z-695, Study Room
	B-1 Freight Elevator at Loading Dock		Z-695, Dispatcher Training Facility
	B-101, Telephone Switch Room		Z-610, IT Room, Door 139A
	B-103, Mechanical Room		Z-695, IT Install, Door 130
	B-105, UPS Room		Z-695 Room 105 ( <i>Wiring closet</i> )
	B-116, Microcomputer Install Room		Z-992, without Basement Access
	B-116A, Microcomputer Storage Room		Z-992, West with Basement Access
	B-120, Telephone Office		Z-992, East Basement Door with PIN
	B-158, Electrical Room		Z-1255, HazMat Building
	B-164A, Inactive Records Storage		TSB FIN Server Room ( <i>Limited Access Area</i> )
	B-164W, Central Records		TSB FIN NOC ( <i>Limited Access Area</i> )
	B-197 CSOAC Room		Covered Parking at Van Mall
	B-198, Cyber Security		Z-993, S. Exterior, Door 107E
	HQ 905 Garage Gate Arm Access		Emergency Scheduling Center (ESC)
	BMS Room		4400 Building, Suite 75
	Fire Egress Door		4400 Building, Suite 200
	Cafeteria Storage (B-1), Door 105 & Elevator		4400 Building, IT Closet
	B-140A, Bicyclist Room/Aerobic Studio		OPP, Suite 326
	Fitness Centers ( <i>Access at Ross included</i> )		Fleet Services Building (shops area)
	Human Resources, Doors 152W & 152SW		Z-1559 Sally Port Access
	JTS-1, Room 158		CCL RM 103
	JTS-2, Rooms 281, 288N, 288S, 289		
	JTS-2, Parts Room		
	JTS-2, PACS Server Cabinet ( <i>Limited Access Area</i> )		
	JTS-3, Room 361		
	JTS-4, Room 458		
	JTS-5, Room 568		
	JTS-6, Room 668		
	JTS-6, Room 668B		
	JTS-7, Room 768		
	Penthouse		
	Power Operations Center (POC) 24x7 Shift Area		
	Power Operations Center (POC) Main Area		
	Library Back Door 24/7		
	B-193, Cyber Forensics & Remediation		

**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 .17 hours (10 minutes) 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.

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Submission of this data is required.