

# How access to Neo works

There are a few main types of access granted to Neo, with an addendum:

1. Permanent staff in Neo (KI employees, researchers, affiliated persons)
  - Must have a KI badge
  - Must submit a Neo access form (at least once, form is available on Neo website)
    - To verify approval by the departments
    - To clearly declare where the person should have access
    - To provide a paper backup of access in case of data loss
  - Must occasionally (~yearly) re-state that they wish to retain general access to Neo  
This primarily concerns the outer doors i.e. general access to Neo.
    - May be handled less formally, e.g. via email, by PI or department administrator
    - This is done in order to make sure access is not retained on lost cards and as an extra precaution regarding persons who are no longer working in Neo.
    - Access is granted by quarter, i.e. jan-mar, apr-jun, jul-sep, oct-dec  
When access is granted or extended, access for up to all four quarters is added.  
As quarters pass, the access expires and is removed unless extended.
    - An exact stop date can be added up to a year in advance, but is not required.
  - KI students with a KI student card
    - Can not get access to Neo on their student card, since student access is reset daily.
    - Must use a second card for non-student access, such as to Neo offices and labs.
2. Staff NOT normally in Neo (KI employees, researchers, students, affiliated persons)
  - Core Facility users (e.g. LCI, FACS) are granted access to Neo by the CF manager.  
Access includes building access, skyway from Novum and TAH, the lunch room and a direct path to the CF, including the door to the CF.
  - Researchers using equipment in Neo are granted access by the PI responsible for the equipment. The researcher's "home" / "sending" PI should also sign to verify in case of excessive use, extra service costs etc.
3. People from outside of KI or Neo (generally not reachable by email lists)  
These groups usually have either special access (e.g. ITA) or only for office hours.
  - KI staff not placed in Neo (ITA, archivists, UF)
  - security guards
  - cleaning personnel
  - some trusted technicians, e.g. from the hospital
4. Visitors, newcomers and in case permanent staff have forgotten their card at home  
Students might be able to get a KI badge by being affiliated as a student ("Studentanknytning" or "samarbetsstudenter"). See point 1, "permanent staff".
  - Temporary cards may be provided up to ca 4 weeks with general access during office hours. The time limit on these are necessary due to limited number of cards.
  - Cards for visitor staying 30-90 days may be signed out by a group leader.
5. Additionally:
  - The service group's cold rooms (8836, 8837) and freezer rooms (8834, 8835) are not intended for general access.
  - The labmanagers email list is used to grant access to 8836 and 8835 for deliveries, defrosting and emergency evacuation of fridges and freezers.
    - The labmanagers email list is also used to grant access to 2810 as a common storage on floor 2. As well as locking the elevator for priority goods transportation.
  - Access for core facilities and cell culture nodes with mandatory introductions is granted only with approval by responsible staff, listed in conjunction on the access form.