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| SOP Number : | 105.02 |
| Title : | Facility Access Approval Procedure |

| Revision Chronology | | | |
|---------------------|------------------|------------------|----------------------|
| Version Number | Effective Date | Review Date | Reason for Change |
| 105.01 | August 3, 2021 | January 21, 2022 | Initial Version |
| 105.02 | January 24, 2022 | January 10, 2023 | Facility Name Change |
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 Director Signature

 Date

1. Scope

This SOP describes who is permitted to enter the CenTRI facility, under what circumstances they may enter, and the procedure for obtaining access. Where applicable, it refers to other SOPs for specific information about particular cases.

2. Procedures

a. Entry into the CenTRI Facility is restricted to the following:

- Level 1 and level 2 personnel (operators) of the CenTRI facility that have been trained according to standards in *SOP # 215 Safety and Operator Training Procedure*.
- Investigators that are involved in research programs at the CenTRI facility, and in compliance with the regulations stated in *SOP # 215 Safety and Operator Training Procedure*.
- Members of the groups of investigators, herein referred to as experimental support personnel that are necessary to the successful execution and completion of the research project, and in compliance with the regulations stated in *SOP # 215 Safety and Operator Training Procedure*.
- Visitors accompanied by authorized personnel that have complied with the procedures listed in this *SOP # 110 Facility Visitor Access Approval Procedure*.
- Volunteers and patients participating in studies have complied with the regulation stated below, as well as, with regulations stated in *SOP # 115 New Protocols and Ethics Procedures*. Volunteers and patients are not required to read *SOP # 115*. It is the responsibility of the investigator to ensure that all studies and corresponding volunteers/patients comply with regulations set out by the Research Ethics Board (REB).
- Essential building services personnel required for maintenance and cleaning of the CenTRI facility, and technical support for all computer systems in the facility that have been trained accordingly to the standards in *SOP # 215 Safety and Operator Training Procedures*.

b. Procedure for obtaining security access:

- All those who wish to obtain security access to the CenTRI facility must obtain a letter from the CenTRI facility director formally requesting security access for the individual. These letters are to be kept with the CenTRI facility manager. See Appendix 10: Security Access Request Letter.
- All those who would like to obtain and maintain security access to the CenTRI facility (i.e. level 1 personnel) must complete the safety training as set out by the facility. *See SOP # 215 Safety and Operator Training Procedure*.

- Operators (level 2 personnel) require security access and must complete the safety and operator training listed in *SOP # 215 Safety and Operator Training Procedure*.
- All access will be subject to the discretion of the CentTRI facility directors and/or CentTRI facility manager.

c. Entry regulations for persons not subject to security access:

- Visitors do not require security access to the CentTRI facility and must follow the entry regulations listed in *SOP # 110 Facility Visitor Access Approval Procedures*.
- Essential building services personnel are not permitted to bring visitors into the CentTRI facility.