

USGS EROS ADMINISTRATIVE PROCEDURE

SUBJECT / TITLE: Computer Room Visitor Access

1.0 References.

DOI Information Technology Security Policy Handbook, v3.1, Sec. PE-8.

2.0 Purpose.

To describe the process associated with the entrance and exit of visitors into any of the USGS EROS computer rooms. A visitor is anyone who does not have a USGS EROS issued card key that gains him/her access to a USGS EROS computer room. The scope of this procedure is Centerwide for all federal and contractor employees.

3.0 Overview.

Department of the Interior (DOI) policy (as defined in the DOI Information Technology Security Policy Handbook, v3.1, Sec. PE-8) requires the logging of all personnel who enter DOI computer rooms. The USGS EROS card key system accomplishes this logging for those whose card keys allow him/her into computer rooms. Manual entrance and exit (logging) is required for all others. This procedure defines that logging process.

4.0 Definitions.

Visitor. A visitor is anyone who does not have a USGS EROS issued card key that gains him/her access (opens the door) to a USGS EROS computer room.

Authorized Staff. An authorized staff is either a USGS EROS federal or contractor employee who has been issued a USGS EROS card key allowing him/her access to a computer room.

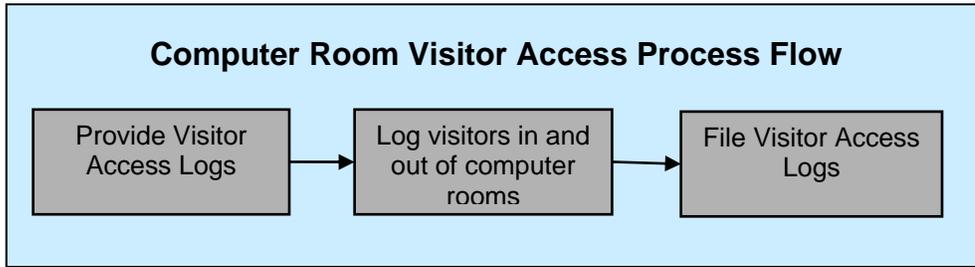
5.0 Procedure.

5.1 Roles and Responsibilities.

All USGS EROS federal and contractor staff have the responsibility to understand and follow this procedure. Designated visitor access log points of contact (POCs) are responsible for ensuring that an access notice is posted outside the entrance/exit of each computer room and for maintaining a log for all visitors to sign in and out.

Any person who allows one or more visitors into a computer room is responsible for ensuring that the visitor(s) are logged in and logged out as they enter and exit the computer room.

5.2 Process.



5.2.1 Provide Visitor Access Logs.

The designated visitor access log POC will ensure a log (Appendix A) is always accessible for visitors at the entrance/exit(s) of each computer room. New logs will be provided on a periodic basis.

5.2.2 Log Visitors In and Out of Computer Rooms.

Authorized staff (whose card key allows computer room access) will accompany incoming visitors and guide him/her to the appropriate visitor access log.

Note that per DOI, USGS, and EROS procedures, visitors must be monitored at all times while in the computer rooms. It is the responsibility of their sponsor/host to ensure this is accomplished.

A computer room access notice (Appendix B) will be posted outside each entrance/exit of each computer room to remind USGS EROS federal and contractor staff and visitors of this requirement.

Authorized staff will ensure visitors complete the access log with the required information. Authorized staff will ensure visitors sign out (indicate time out) when exiting the computer room.

For those who may host large tours of the computer rooms it is permissible to save time by prefilling a visitor log and bringing that prefilled log to the respective computer room(s). The signature block and the Time In entry should be completed when the tour enters the computer room, and Time Out entries should be completed once everyone has exited. The tour's visitor access log should be left attached to the clipboard.

5.2.3 File Visitor Access Logs.

The designated visitor access log POC will provide the previous period's visitor logs to the USGS IT Security Manager (or his/her designee) by mutually agreed upon times and dates. The USGS IT Security Manager will file and maintain the visitor logs according to USGS IT Security and Records Management policies.

Activity Summary		
Inputs	Activities	Outputs
<ul style="list-style-type: none"> Individual(s) without proper card key access to a computer room 	<ol style="list-style-type: none"> Provide Visitor Access Logs Log visitors in and out of computer rooms File Visitor Access Logs 	<ul style="list-style-type: none"> Completed Visitor Logs Filed Visitor Logs
Forms/Templates		
<ul style="list-style-type: none"> Computer Room Visitor Access Log Form Computer Room Access Notice 		

Tools (**Required; **Recommended; *Suggested)	
Tool <ul style="list-style-type: none">• Visitor Access Log**	Use <ul style="list-style-type: none">• To log and track the entrance and exit of personnel who do not have card key access to a computer room
Measurements	
<ul style="list-style-type: none">• Number of visitors for any given period	

6.0 Appendices.

Appendix A. Example - USGS EROS Computer Room Visitor Access Log.

Appendix B. Example - USGS EROS Computer Room Access Notice.

Appendix B. Example - USGS EROS Computer Room Access Notice



Computer Room 1
Restricted Access

**DOI Regulations Require ALL Visitors
Must Log IN and OUT Of This Room**

**A visitor is anyone who does not
possess a card key that opens this door.
Enter appropriate information on the clipboard
located on the inside of this door**

USGS