

 California DEPARTMENT OF TECHNOLOGY		3101	
ENTRY AND EXIT OF DATA CENTER FACILITIES STANDARD			
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SECTION 1 – INTRODUCTION

The Office of Technology Services (OTech) follows industry best practices for physical security. Industry best practices state that processes and procedures should be in place to ensure a safe and secure entry and exit plan for employees and visitors. This Standard outlines the appropriate methods of entry and exit to OTech data center facilities and check-in and check-out of property.

SECTION 2 – STANDARD REQUIREMENTS

OTech employees and visitors will follow the entry and exit access requirements when working at the data center:

Part I - Vehicle Access

- A. Vehicle access is only granted at the North-end vehicle gate. To gain access, employees and visitors must bring their vehicle to a stop at the Guard Station. Once at a stop, employees and visitors must show either their OTech identification (ID) badge or a valid Driver’s License for identification purposes. Visitors must be authorized by their OTech sponsor (the OTech employee responsible for the visit) via the on-line Visitor Log Process and will be verified by the security officer. Visitors who are not on the Visitor Log will be denied access.

- B. Parking is open to employees except for spaces reserved for visitors, vendors, and OTech executives.

Part II - Pedestrian and Bicycle Access

The pedestrian gates are equipped with badge readers for access. Bicycle access should be through the pedestrian gates only. Place the ID badge on the badge reader to gain access. Badge access responsibilities apply to the pedestrian gates as well. An employee shall not allow anyone to enter simultaneously with them, otherwise referred to as “piggybacking.” Visitors are prohibited from entering the facility via the pedestrian gate. Please reference 3102 - Visitor Access Procedure for further information.

Part III - Equipment Check-In and Check-Out

When technology or technology relevant property is taken in or out of an OTech data center, the following check-in, check-out procedure(s) must be adhered to:

OTech Employees with Laptops

1. Staff must have a Property Transaction Form, TECH 254, with their device at all times.
2. Staff may enter/exit through any access point.
3. Security officers may randomly check staff for the device and corresponding transaction form. They will verify the serial number/asset number against the Property Transaction Form, TECH 254, information.
4. Property Exempt Lists are no longer in use.

OTech Employees with Large Equipment

1. The Property Transaction Form, TECH 254, must be completed.
2. Security officers will verify equipment entering or exiting the facility against the form.
3. Staff must enter and exit through the facility main entrance.
4. Property transaction forms concerning large amounts of equipment entering or exiting the facility are exempt ***only*** when staff coordinates this with security. The security officer will assist in opening doors needed to accommodate the equipment.

Visitors with Technology Equipment

1. Visitors are required to enter and exit the facility via the main facility entrance located by the reception area.
2. Visitors must disclose if they are carrying technology equipment other than pagers, cell phones, or personal digital assistants (PDAs). Devices, including but not limited to laptops, projectors, etc., must be properly checked-in and checked-out.
3. Visitors must complete the Property Transaction Form, TECH 254, prior to obtaining a visitor badge. This form may be completed at the front desk reception.
4. Upon exiting the facility, the security officer will verify the equipment against the property transaction form.

Part IV - Door Access

- A. Persons must enter and exit the facility via the front entrance. The “Disabled Persons” door may be used if carrying packages or bulky items that will not otherwise fit in the turnstile. Simply request its use from the security officer at the front desk reception.
- B. Unescorted visitors will be issued a temporary badge and will be admitted through the turnstile upon completion of reception desk check-in activities.
- C. Escorted visitors will be issued a visitor badge and will be admitted through the “Disabled Persons” door upon completion of reception desk check-in activities and arrival of the OTech sponsor to provide escort.
- D. Please refer to the 3102 - Visitor Access Procedure for further information.

SECTION 3 – APPLICABILITY AND EXCLUSIONS

- A. This Standard applies to OTech employees and visitors entering and exiting the OTech data center. Direct any questions regarding the applicability of this Standard to the Security Management Branch for clarification.
- B. Exceptions to this Standard must be documented and will be considered on a case-by-case basis. Requests for an exception to this Standard must be submitted via the Security Policy/Standard Exception Request Form, TECH 358.

SECTION 4 – AUDITING AND REPORTING

- A. Auditing may be performed on a periodic or random basis by the Security Management Branch or its designees. In the event an audit determines this Standard is not being applied, notification will be sent to the appropriate person for remediation.
- B. Any known violations of this Standard must be reported to the California Department of Technology Chief Information Security Officer and the reporting employee's immediate supervisor.

SECTION 5 – AUTHORITY/REFERENCES

[3102 - Visitor Access Procedure](#)
[Security Policy/Standard Exception Request Form, TECH 358](#)

Please contact your OTech Customer Representative for the below documents:

3100 - Asset Protection Policy
3107 - Identification Badge Standard
Property Transaction Form, TECH 254