Authority to Operate (ATO)

Web Application
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Authority to Operate (ATO) Web Application

To request access or check the status of a request for Access to Operate (ATO) during a University closure, please go to:

SITE LOCATION: https://buildingapproval.pitt.edu/

Building Access Landing Page
To request access to a location, click on the link above and sign in through Pitt Passport.
The user will then be navigated to the Building Access Forms home page.
From here you will have the options to:

- Request Building Access
- View Request Status

Requesting Building Access Tile
Click on the Request Building Access tile
The user will now be sent to the Request Building Access user lookup section.
Here the user will have two (2) options:

- Click on the “Me” button, which will look up the current user signed into the site
- Lookup another user

When clicking on the “Me” button, the page will send the user to the next step in requesting building access, with the current logged in users, username, prepopulate on the screen.
When request access for another user, who is not yourself, you have several options on how to search for them. You can enter any of the following and then by clicking on the magnifying glass will return user option

- First Name
- Last Name
- Username
- Email
When searching, you may see a list of multiple users, if the user you are looking for is in the list please click on that row.

If the user you are looking for is NOT in the list, please try a combination of:

- Last Name, First Name
- Username
- Email address

This will narrow down the search results to the most specific user. Once a user has been selected, the user will be sent to the Building Access Request form.
Building Access Request Form

On this form you will be **Required** to enter the following information, per user:

1. **Building**
   
   If the user needs access to more than one building, you will need to submit one request per building.

2. **Room**
   
   Access is managed at the building level and is understood that most users will require access to multiple rooms. You only need to select one primary lab or office in each building for which you are requesting access.

3. **Time Slots**
   
   Enter reasonable estimates for the users’ rhythm of building access. Neither absolute precision nor complete coverage in requested access times is necessary. Time slots are requested to help forecast peak occupancy across multiple building occupants.

4. **Access Level**
5. **Reason for Access**

   If you selected “Support and Maintenance” or “One-time Access” for Access Level, select “other” here.

6. **Principal Investigator or Research Core Director (Last, First)**
Building Selection

From the Building dropdown list, please find and select the building you are requesting access to. Once the building has been selected, the Rooms dropdown menu will populate with a list of rooms, both of which may contain available and unavailable room options.

Many authorized personnel will require access to rooms, so please select the one primary lab or other room access is being requested for.

**NOTE:**

THIS APP IS NOT A SUBSTITUTE FOR REQUESTING ACCESS TO DLAR FACILITIES. Access to DLAR facilities can only be made through the DLAR website. If a space is not currently available as determined by EH&S, that room will appear in red and will not be selectable.
Room Selection
Once a building selection has been made, the Room dropdown will automatically populate. There are Two (2) type of rooms:

1. Active – Active Room will allow the user to selected them, they also will have a white background.
2. Inactive – Inactive Rooms will not be available to user for selection. They have will show with the background as a Red/Orange color, and the room number will show as grey/unable to be selected.
Add Time Slots
Once the user has added the correct Building, and Room they will need to add the time in which they will be using the facility.

You should enter your best guess estimates for the rhythm of access; perfect capture of access times is not the goal of the app. For example, if you are working on an active research project, then request M-F, 9-5. If you need access for limited activities (e.g., filling nitrogen dewars, checking freezers, etc.), a more limited time would be appropriate. Click on the Add Time Slot button.
Select Time Slot Menu
Once in the Select Time Slot Menu, the Start Time and End Time fields will automatically be populated with the current time. The user will need to update both the Start Time and End Time to meet their needs.

When entering time, the user will have Two (2) options:

1. Enter the time by clicking in the field and typing it in
2. Selecting the Blue Clock button to the right of the field
Selecting the Blue Clock button

When the user clicks on the Blue Clock button, they will have the ability to click on the corresponding arrows to set the time needed.

Once the correct time has been made, the user can click anywhere else on the screen to continue. Next a weekday must be selected.
When the appropriate time slot information has been made, clicking on the Submit button will send the user back to the Building Selection screen.

**NOTE:**
You must repeat adding a time slot as need for multiple days and times. If you need to remove a time slot from the list before submission, simply click on the red trash can button the right of the row to remove.

**Access Level**
Next the user will select the option of selecting the more appropriate Access Level Reason. There are Three (3) options:

1. Non-research work
2. One-Time Access
3. Research
NOTE:
If your reason for access is not related to research or maintenance, select “Support and Maintenance” here and then select “Other” in the next drop-down menu.

Non-research work
When selecting the option of Non-research work, the use will then need to complete a new field, For Support and Maintenance, please describe your tasks: The Reason / Justification field is required.

One-Time Access
When selecting the option of One-Time Access, the use will then need to complete a new field, For Support and Maintenance, please describe your tasks: The Reason / Justification field is required.
Research
When selecting the option of Research, the user will then need to complete Two (2) new fields:

1. Award or Protocol
2. Explain why the work you are requesting access to perform meets the definition of essential research: The Reason / Justification field is required.
Add Award or Protocol
When the Access Level of Research has been selected, the user will be required to enter the Award or Protocol information.

Click on the Add Award or Protocol button to enter into the Award/Protocol Information menu.

Select one of the four (4) options from the Award or Protocol Number dropdown.

1. IACUC/ARO protocol number(s)
2. IBC protocol number(s)
3. OSIRIS/PittPRO protocol number(s)
4. PERIS MyFunding AWD number(s)

Once the correct Award or Protocol options has been selected, enter in the correct Protocol number into the “Enter a protocol number” text field.

Once completed click on the Submit Award/Protocol button to return to the Building Selection screen.
Reason for Access

Next the user will select the option of selecting the more appropriate Access Level Reason. There are Seven (7) options:

5. Animals/Living Collections
6. Research on COVID
7. Equipment/Research Infrastructure
8. Materials/Data
10. Research Participants/Human Subjects
11. Other

Principal Investigator or Research Core Director (Last, First)

The user will also be required to enter into the Principal Investigator or Research Core field. The field will allow for all characters.

Explanation Text Field

You should enter additional details in the open text field. If you selected “Research” in the Access Level drop down above, briefly explain why your research meets the definition of essential research, which is defined as:

- research on COVID-19;
- work for which a stop or delay could cause harm to research participants’ well-being;
• work for which a stop or delay could cause harm to animal populations or other vital living collections;
• work whose suspension would cause a critical loss of unique or irreplaceable materials or data;
• management of equipment, instruments, or research infrastructure where the lack of maintenance could create damage or endanger safety; or
• work for which a stop or delay would adversely impact national security or disrupt other essential critical infrastructure operations as described by the Director of the U.S. Cybersecurity and Infrastructure Security Agency in March 19, 2020 guidance on the COVID-19 response.

Submitting the Form
Once the form has been completed the user can then click on the Submit button, located at the bottom right of the page.

Submission Page
Once submitted the user will be taken to the Submission Page. The user and approver will receive an email containing all of the information entered, per submission.

Partial Successful Submission
If you received the following message, please contact the help desk and be sure to note the REQUEST ID that is in the message.
Submission Successful

Request Building Access - Submission Successful

Thank you for your submission. Once a decision has been made, email notifications will be sent to the affected parties. You may view the status of this decision from the View Request Status page.

The user will have Three (3) options on this page:

1. View Request Status
2. Submit Another Request
3. Home – Return to the home page
View Request Status (Submitted Requests)
Click on the View Request Status tile
The user will now be sent to the Request Status section.

The user will have ability to track the status of their submissions, all sorted by Date of Request.

View Request Status Detail
Each request has a Request Status Details page. The user will need to click on corresponding Username to the left of each request to open the details page.
When clicked the details page will open. Here all the information entered, and matching in the email sent after submission can be used to track the status of any status. The user will NOT have any other options in this menu.