

COMPUTER CENTRE

NEW RESTRICTED AREAS AND ACCESS POLICY

Last update: November 5th 2010

NEW ACCESS CONTROL SYSTEM

Since the end of February 2009 the IT buildings are equipped with a new access control system which relies on contactless MIFARE© chip cards¹.

To make sure that your card is compatible with the new system, verify that there is a little "M" sign (M standing for MIFARE©) at the left of your card bar code. If not, you should have your card renewed by the registration service (building 55) to be able to access restricted areas.

http://fp-procurement.web.cern.ch/fp-procurement/IS/infocontractors/access_formalities.htm

NEW ACCESS POLICY

To improve the security and control on restricted areas, new zones have been created and will go to production the **22nd of June 2009**.

Note that for security reasons **three** of these new zones will have both "**Long term**" and "**Temporary**" access possibility.

Temporary access

Most people requesting an access to one of these three areas will only receive a so-called "temporary" access. People with "temporary" access will be able to enter the restricted areas only after they have checked in at the operator's desk. They will then be granted the access until the end of the day. The reason for entering the restricted area must be provided to the operator.

Long Term access

Few people requesting access to one of these three areas will be authorized to receive a "Long Term" access. A strong reason must be given for requesting a "Long term" access. This type of access will not require a prior check in at the operator's desk.

All other restricted areas in IT buildings will have a normal access policy (no "Long Term" and "Temporary" areas).

Access for one year only

For security reasons, note that the access to any restricted area of IT buildings will have to be renewed after one year.

TRANSITION FROM THE OLD TO THE NEW SYSTEM

In order to move from the old system to the new system, all accesses to the Computer Centre machine rooms (still called CC1 and CC3 until the 22nd of June 2009) have been reviewed.

The first step was to remove all accesses to CC1 and CC3 to *ex-members of the personnel* (staff and others), to *retired* people and to *guides from the CERN visits service*. Indeed since September 2008, no more visits are allowed inside the Computer Centre for the visit service. These actions were performed on the **11th of May 2009**.

Then between the **13th and the 15th of May 2009**, accesses to CC1 and CC3 for all remaining people (except IT staff and GS/AIS staff) have been reviewed individually.

Emails were sent requesting people to review their accesses to CC1 and CC3 and tell which:

- could be suppressed
- should be moved to a Temporary access (justification needed)
- should be moved to a Long Term access (strong justification needed)

As announced in these emails, accesses for which no feedback was given by the **27th of May 2009** were closed on the **2nd of June 2009**.

The new zones will be created on the **22nd of June 2009** and remaining accesses to CC1 and CC3 will be correspondingly moved to Temporary and Long Term.

Finally, during the **summer 2009** IT staff and GS/AIS staff accesses will be reviewed.

REQUESTING AN ACCESS TO A RESTRICTED AREA

To be granted the access to one of the new restricted area you should make an access request through EDH giving a clear reason in the dedicated field. Unclear or unjustified request access will be rejected:

<https://edh.cern.ch/Document/ACRQ/>

NEW RESTRICTED AREAS

Report to the plans further down in this document to visualize the location of the different areas.

- Building 513 and building 31 main entrance outside of working hours

These two zones have not been modified. People who had access to these areas did not loose them.

Building 31/600 outside working hours (B31)

The main sliding door of building 31 is locked outside of working hours which is every day from 7.00 PM to 7.00 AM, but also all the day on week ends, bank holidays and CERN annual closure.

You should request access to this area if you need to enter building 31 outside of working hours. A clear reason is required to be granted the access (one year access maximum).

Building 513 outside working hours (B513)

The main sliding door of building 513 is locked outside of working hours which is every day from 7.00 PM to 7.00 AM, but also all the day on week ends, bank holidays and CERN annual closure.

You should request access to this area if you need to enter building 513 outside of working hours. A clear reason is required to be granted the access (one year access maximum).

Note: if you are a guide from the CERN visits service, this is the access you should request for guiding groups outside of working hours to the Computer Centre museum and gallery. CERN guide visits to the Computer Centre itself are not permitted anymore. See the rules and regulations for Computer Centre visits.

http://it-div.web.cern.ch/it-div/CC-Visits-Procedure5WWW_English.pdf

- IT Computer Centre machine rooms

The area previously called CC1 (Computer Centre) is now split in two zones: one allows a long term access and the other one a temporary access.

CC 513 - MACHINE ROOMS - LONG TERM (CC513L)

This access is strictly restricted to persons (mainly staff in IT department) who need a daily access to the main room (513-R-050) or to the Tape Vault (513-S-034) of building 513 Computer Centre.

The validation of safety courses Level 1, 2 is mandatory to be granted this access.

CC 513 - MACHINE ROOMS - TEMPORARY (CC513T)

This access should be requested by any person (CERN staff or contractor) who has to punctually intervene in the main room (513-R-050) or to the Tape Vault (513-S-034) of building 513 Computer Centre.

Note that this access does not grant direct access to the machine rooms.

An additional and temporary authorization from the Computer Centre Operator (513-R-069) is also needed for these punctual interventions.

The validation of safety courses Level 1, 2 is mandatory to be granted this access.

The area previously called CC3 (Tape Robotics (bldg. 613 near 186)) is now split in two zones: one allows a long term access and the other one a temporary access.

CC 613 - MACHINE ROOM - LONG TERM (CC613L)

This access is strictly restricted to persons (mainly staff in IT department) who need a daily access to the building 613 machine room.

The validation of safety courses Level 1, 2 is mandatory to be granted this access.

CC 613 - MACHINE ROOM - TEMPORARY (CC613T)

This access should be requested by any person (CERN staff or contractor) who has to punctually intervene in the building 613 machine room.

Note that this access does not grant direct access to the machine room.

An additional and temporary authorization from the Computer Centre Operator (513-R-069) is also needed for these punctual interventions.

The validation of safety courses Level 1, 2 is mandatory to be granted this access.

CC 9994 - MACHINE ROOM - 4-S452 (CC9994-452)

This access should be requested only by people who need to access the computer room located in Safe Host at Plan-les-ouates (Geneva).

Note that the CERN Computer Centre Operator should be contacted before the access to this room can be granted. Outside of working hours, the Operator should be contacted at least one hour in advance.

- Computer Centre servers repair lab – **THIS AREA HAS BEEN REMOVED TEMPORARILY**

The area previously called 513-R62 (Office 513-R-62) is now split in two zones: one allows a long term access and the other one a temporary access.

CC 513 - VENDORS LAB - LONG TERM (513R62L)

This access is strictly restricted to persons (mainly staff in IT department) who need a daily access in room 513-R-062. This room is reserved for the Computer Centre servers repairs.

The validation of safety courses Level 1, 2 is mandatory to be granted this access.

CC 513 - VENDORS LAB - TEMPORARY (513R62T)

This access should be requested by any person (CERN staff or contractor) who has to punctually intervene in room 513-R-062. This room is reserved for the Computer Centre servers repairs.

Note that this access does not grant direct access to room 513-R-062. An additional and temporary authorization from the Computer Centre Operator

(513-R-069) is also needed for these punctual interventions.

The validation of safety courses Level 1, 2 is mandatory to be granted this access.

- Computer Centre storage room

CC 513 - STORAGE ROOM - R-053 (513R53)

This access to the Computer Centre storage room is strictly restricted to operations staff from IT-FIO-SAO.

The validation of safety courses Level 1, 2 is mandatory to be granted this access.

- Telecom rooms

CC 513 - TELECOM ROOM - R-012 (513R12)

Telecom room strictly restricted to authorized people.

CC 513 - GEANT ROOM - R-015 (513R15)

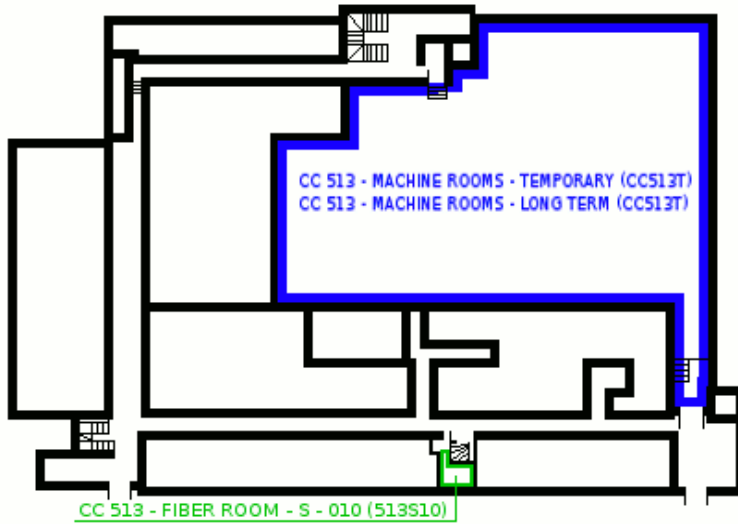
Geant room strictly restricted to authorized people.

CC 513 - FIBER ROOM - S-010 (513S10)

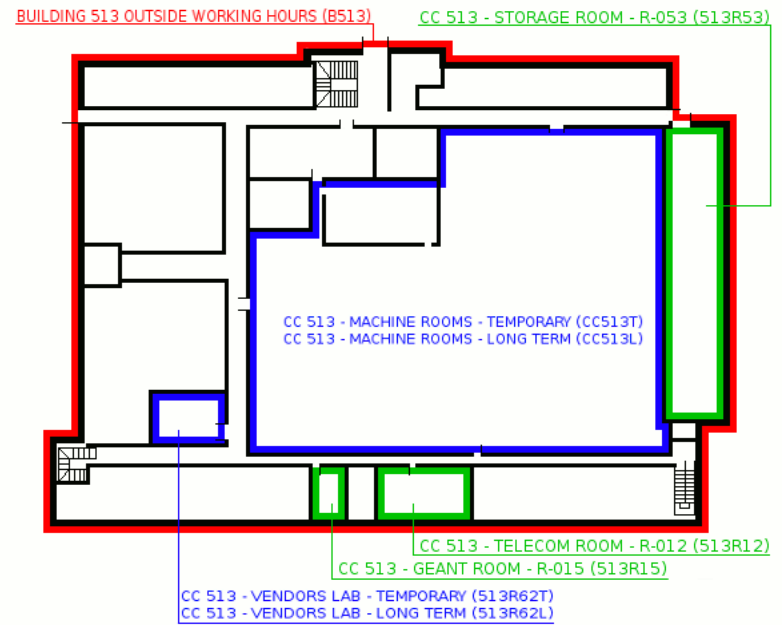
Fiber room strictly restricted to authorized people.

IT BUILDINGS NEW AREAS

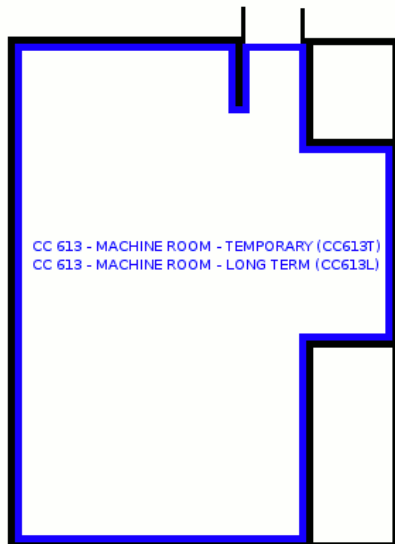
BUILDING 513 - BASEMENT



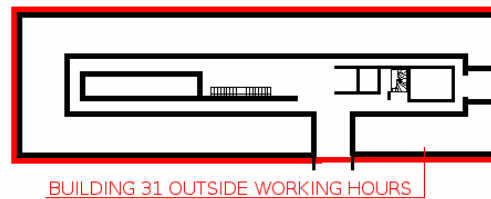
BUILDING 513 - GROUND FLOOR



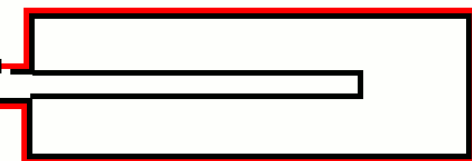
BUILDING 613



BUILDING 31



BUILDING 600



COMPUTER CENTRE RULES

GENERAL RULES

- It is forbidden to bring food and drinks to the Computer Centre machine rooms.
- You should not leave the access door to a restricted area open to other people. Even if you know this person, he may not have the permission to enter this restricted area.

WORK IN THE COMPUTER CENTRE

- DO NOT leave the false floor open, even for a few seconds, without proper barriers installed to protect the area.
- Respect the barriers installed in the Computer Centre as there might be dangerous maintenance work ongoing inside the protected areas.
- Make sure you protect yourself and others while carrying heavy equipment (see brochure about lifting heavy charges)

COMPUTER CENTRE VISITS

- Guides of the CERN visits service are not allowed to guide people in the Computer Centre machines rooms. Visits for CERN guides are only allowed in the Museum (close to the Computer Centre operator's desk) and to the Gallery on the first floor.
- VIP and PRESS visits only are allowed in the Computer Centre machine rooms only after you have booked a time slot with computer.visits@cern.ch.

Please read rules and regulations for the Computer Centre visits:

http://it-div.web.cern.ch/it-div/CC-Visits-Procedure5WWW_English.pdf