



**Center for Clinical and  
Translational Research  
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **March 3, 2008 as POL-17**

Title: **Key Control**

Version Date: **January 1, 2023**

SOP Number: **AD05**

**PURPOSE:** The purpose of the standard operating procedure (SOP) is to outline the expectations of the Clinical Research Center (CRC) employees.

**SCOPE:** This SOP applies to all CRC employees.

**PERSONNEL RESPONSIBLE:** All CRC employees

**PROCEDURES:**

Employee will be given a key(s) from the CRC Administrator.

1. Each key requested will incur a \$10 (Standard Operating) / \$15 (Submaster) fee per key to the department cost center.
2. Employees are responsible to keep of all University/ Nebraska Medicine keys secured. Keys should never be shared or given to another person.
3. Keys that are lost must be reported as such.
4. Keys must be turned in to CRC leadership when resigning employment from the CRC.

**RESOURCES:**

Nebraska Medicine:

- [EC 35 - Key Control](#)

**Department Approval**

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