

# Site Services

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**Site Services is responsible for lobby management, access control and badging, EcoPass credentials, key management and emergency response assistance.**

## Quick Links:

- [Get Access Cards \(Badges\)](#)
- [Get an EcoPass or Recycle a Battery](#)
- [Lab Locations/ Hours](#)
- [Office Keys](#)

**Note that some processes are currently on hold due to COVID protocols.**

## Passport and Government ID Photos

The [FL2](#) front desk can take and print passport and government ID photos for employees and visitors. Please email [ssc@ucar.edu](mailto:ssc@ucar.edu) to schedule an appointment.

## Site Services Locations



**Mesa Lab Front Desk**  
**(ML)**

1850 Table Mesa Dr.  
Boulder, CO 80305  
Internal ext: 1126  
External line: (303) 497-1126



**Foothills Lab 2 Front Desk**  
**(FL2)**

3450 Mitchell Lane  
Boulder CO 80301  
Internal ext: 8700  
External line: (303) 497-8700



**Center Green 1 Front Desk**  
**(CGI)**

3080 Center Green Dr.  
Boulder, CO 80301  
Internal ext: 2525  
External line: (303) 497-2525



**Foothills Lab: Anthes Building**  
**Front Desk**  
**(FLA)**

3375 Mitchell Lane  
Boulder CO 80301  
Internal ext: 8553  
External line: (303) 497-8553

**Access Cards (Badges)**

Access Cards are issued to employees, official visitors, and vendors/contractors for access to UCAR/NCAR/UCP campuses. Access Cards are issued by Site Services at the [ML](#) and [FL2](#) front desks and issued by appointment. Contact [ssc@ucar.edu](mailto:ssc@ucar.edu) to schedule an appointment.

For questions regarding restricted access, or to request a card reader, see [Building Access](#).

## **Request Office Keys**

The [ML](#), [FL2](#) and [CG1](#) front desks can issue office keys for their campuses. In order to be issued an office key, the Key Request Authorization form needs to be completed and approved by an authorized manager or lab administrator. Send the approved form to [ssc@ucar.edu](mailto:ssc@ucar.edu) to request the key and to make an appointment for distribution. The employee must take ownership of the key by signature upon receipt of the key and returned at the end of employment.

## **Alternative Transportation Benefit**

### **EcoPasses**

EcoPass smart cards are issued at the [Mesa Lab](#) and [FL2](#) front desks and are available to employees only. These smart cards automatically renew every year for active employees. Eligible staff can make an appointment by emailing [ssc@ucar.edu](mailto:ssc@ucar.edu) to be offered available appointment times and locations.

### **Battery Collection for Recycling**

All of the front desks accept "small" lithium, nickel-cadmium, and rechargeable batteries **generated by work** (not from home) for recycling from 8:30 AM-4:30 PM. Please contact HESS (303-497-2409) for a special pick-up for large batteries such as automobile, motorcycle or uninterruptible power supply (UPS) batteries.

## **Site Services Coordination**

### **Facility Emergencies**

Site Services coordinators assist in directing the necessary parties and first responders during fire alarms and facility emergencies and can serve as a contact to security when needed. SSC are also responsible during evacuations to make sure no one re-enters the building until it is safe to do so.

### **AEDs**

AEDs are located near each of the front desks and are checked once a month (by HESS) to make sure they are still charged and ready to use. HESS completes the

monthly inspections and battery installations for these units and Site Services alerts HESS when the units indicate they need servicing in between monthly auditing.

## **Questions for Security Ops or Site Services?**

- Contact Security Operations Manager, [Stephanie Lutzinger](#), at 303-497-8557.
- Email Site Services at [ssc@ucar.edu](mailto:ssc@ucar.edu).
- Contact 24hr Physical Security at 303-497-1139.