**DLAR Policy and Procedure Manual**

Administrative-Display and Use of I.D. Cards in DLAR Facilities

**Purpose**

The Display and Use of University issued I.D. cards is designed to prevent unauthorized individuals from accessing critical DLAR facilities and to prevent theft, damage to the facility infrastructure, harm to research animals, sabotage of critical research material and other acts of sabotage.

**Display and Use of University I.D. Cards (Lenel Access) in Animal Research Facilities**

When entering and remaining in University DLAR facilities, all authorized individuals shall:

* Display their University issued I.D. cards at all times
* Access designated DLAR facilities by swiping their I.D. cards via the Lenel system located at entrance points to the facility
* Utilize the Lenel system each time entry is made into the facility
* Notify a supervisor or contact the University Police Department if an individual is observed without displaying a valid I.D. card
* Immediately notify a supervisor and the Office of Access Control if your I.D. card is lost, stolen, damaged, or otherwise compromised

Prohibited Items

* Do not lend your I.D. card to anyone
* Do not swipe anyone else into a DLAR facility
* Do not allow tailgating of any individuals into the DLAR facilities

*Failure to comply with above guidelines is subject for grounds of disciplinary action.*

**Additional Notes**

**The Director of the Division of Laboratory Animal Resources designates individuals who have authorized access to the various DLAR facilities and then provides that information to the University’s Office of Access Control. The Office of Access Control then programs the University I.D. cards and provides access to authorized individuals as requested by the Director.**