

The procedure for obtaining access is on the reverse/page two of this document. **Illegible or incomplete requests will not be processed.** Please allow **48 hours** for card activation.

DUKE UNIVERSITY MEDICAL CENTER ENGINEERING & OPERATIONS
SECURITY ACCESS CARD REQUEST FORM

DIVISION OF LABORATORY ANIMAL RESOURCES (DLAR)

Section I. Employee Information:

Employee Name _____	Duke Unique # _____
Department/Division _____	Duke Card # _____
Campus Box # _____	HID # _____
Campus Phone # _____	Email: _____

Section II. Principal Investigator Information:

PI Name _____	PI Phone # _____
Protocol # _____	(You must be on an approved protocol prior to activation of access card. Only list most current protocol if on more than one.)

Section III.

The following are required PRIOR to activation of access into any DLAR operated facility. Failure to comply will result in delay of access to animals.

- Have you received Medical Clearance from Employee Health and Wellness? Yes No
- Date(s) Animal Handlers Training completed: Part I _____ Part II _____
- Date DLAR Facility Orientation completed: _____
- Have you submitted an animal order? Yes No
- Have you submitted an animal housing request? Yes No

Section IV. Access Requested to: (ONLY check areas where animals are housed or work is performed)

- | | |
|---|---|
| <input type="checkbox"/> Bryan Research (Building and Animal Areas) | <input type="checkbox"/> Sands (Building and Animal Areas) |
| <input type="checkbox"/> Nicolelis Animal Area <input type="checkbox"/> Room # _____ | <input type="checkbox"/> Dewhirst Irradiator
(must be approved by Radiation Safety) |
| <input type="checkbox"/> CR II/Duke South (Animal Areas Only) | <input type="checkbox"/> Surgical Pavilion |
| <input type="checkbox"/> GSRB II - Module # _____ | <input type="checkbox"/> Nicolelis Lab <input type="checkbox"/> Nicolelis Primate |
| <input type="checkbox"/> DLAR employee <input type="checkbox"/> 3rd floor <input type="checkbox"/> Irradiator Rm 2011 | <input type="checkbox"/> Brannon Lab <input type="checkbox"/> Groh Lab <input type="checkbox"/> Platt Lab |
| <input type="checkbox"/> GSRB II Annex/Temp Bldg. | <input type="checkbox"/> Vivarium Main Entrance ONLY
(no admittance to animal areas) |
| <input type="checkbox"/> Eye Center (Animal Areas Only) | <input type="checkbox"/> Vivarium General Entrance
(Vivarium Main & Surgical Pavilion) |
| <input type="checkbox"/> Farm (gate card) | <input type="checkbox"/> Blue Hall <input type="checkbox"/> Green Hall |
| <input type="checkbox"/> LSRC Transgenic Animal Facility (University) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> MSRB I (Building) MSRBII (General) MSRBII Vivarium | |
| <input type="checkbox"/> Nanaline Duke | |
| <input type="checkbox"/> Zebrafish room <input type="checkbox"/> Bird room | |

Section V.

Request submitted by: _____	Contact #: _____
Date submitted to DLAR: _____	

Section VI. Authorized Signature (Business Manager, PI, or delegated authority)

Printed Name and Title: _____

**Questions? Please contact DLAR at 684-2797. Fax completed form to 684-8610.
Email: dlar@mc.duke.edu. Allow 48 hrs. for card activation.**

For DLAR Administration Use Only:

<input type="checkbox"/> Training and orientation verified	Access granted as requested? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for denial of access: _____
<input type="checkbox"/> Copy of ID badge received	
<input type="checkbox"/> EOHW documentation verified	
<input type="checkbox"/> Protocol number verified	
<input type="checkbox"/> Housing request and animal order on file	

Procedure for Obtaining Security Access into Animal Facilities operated by the Division of Laboratory Animal Resources

1.0 Purpose

- 1.1 To provide security and protection to the animals and employees of DLAR.
- 1.2 To ensure that proper access is granted to principle investigators and their staff into the areas where their respective animals are housed or will be housed.

2.0 Procurement of Access Cards

- 2.1 Access cards are requested and paid for by an employee's home department business office.

3.0 Terms

- 3.1 Blue Cards - Westinghouse Security Electronics card that is blue in color. The eight identifying numbers are located on the bottom left of the card.
- 3.2 HID Cards - Duke ID card with proxy chip. The five identifying numbers are located on the reverse of the ID card either in the top left or bottom right.
- 3.3 Duke Card Number - The nine identifying numbers are located on the reverse of the Duke ID card.
- 3.4 Duke Unique ID Number - The five identifying numbers are located on the reverse of the Duke ID card.

4.0 Requirements for Non-DLAR Employees

- 4.1 Submission of new protocol or minor change amendment to the Office of Animal Welfare Assurance. **Change must be approved by IACUC prior to authorization of access and protocol number must be noted on Access Request Form.**
- 4.2 Completion of Animal Handlers Training, Parts I and II (www.safety.duke.edu).
- 4.3 Enrollment in the Employee Occupational Health Program (must receive Medical Clearance from Employee Health and Wellness).
- 4.4 Submission of an Animal Order for approved protocol.
- 4.5 Submission of an Animal Housing Request Form.
- 4.6 Completion of the DLAR Facility Orientation for which animals are housed. Facility contacts:
 - 4.6.1 Central Vivarium - Bill Wade, 684-5770
 - 4.6.2 GSRB II - Joe Ribar, 684-5771
 - 4.6.3 GSRB II Annex (Temp Bldg.) - Rommel Shipman, 684-6147
 - 4.6.4 LSRC -Calvin Davis, 684-6147
 - 4.6.5 Farm - Calvin Davis, 684-6147
 - 4.6.6 DLAR Satellites (i.e., Sands, CR II, MSRB, etc.) - Mike Kirby, 684-5765
 - 4.6.7 MSRB II/ GHRB - Keith St. Pierre, 681-7440
- 4.7 Submission of Security Access Card Request Form for the Division of Laboratory Animal Resources (DLAR) via fax to 684-8610, attn: Security Access. Include with Access Request Form the following:
 - 4.7.1 Cover sheet with contact name and number
 - 4.7.2 Copy of ID card - front and back
- 4.8 Illegible or incomplete requests will not be processed.
- 4.9 Questions or problems with access cards should be addressed to DLAR security access personnel at 684-2797.
- 4.10 If all requirements for access are met, access cards will be activated within 48 hours after receipt .

5.0 Requirements for DLAR employees

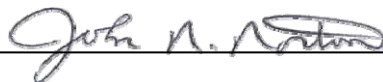
- 5.1 Submission of Security Access Card Request Form by the hiring supervisor certifying the employee has completed all required training and DLAR orientation.
- 5.2 Submission of a copy (front and back) of Duke ID badge.
- 5.3 Illegible or incomplete requests will not be processed.
- 5.4 Questions or problems with access cards should be addressed to DLAR security access personnel at 684-2797.

6.0 Version

- 6.1 Version 1.0
- 6.2 Version 1.1

The Director of DLAR has reviewed this current version of Obtaining Security Access, Version 1.1, and gives approval for activation.

Director, Laboratory Animal Resources:



Date of Approval: August 1, 2005