

## FAS: Access Card Control

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### Introduction

The control of laboratory access cards is maintained through the use of separate logs for the following card groups:

#### 6.3.4.1 AR

- employee cards
- temporary cards
- maintenance cards
- miscellaneous cards
- disabled/destroyed cards

Reports contain listings of all active and disabled cards.

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### Card group log book

Logs for each access card group contain the following information:

- card number
  - card name or designation as it appears in the security system computer
  - appropriate distribution log containing the name of the recipient, and the dates received and returned with initials
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### Responsibility

The responsibility for the assignment and distribution of access cards, the maintenance of the card logs, and the storage of the cards is as follows:

- a designated employee is responsible for employee cards, temporary cards, miscellaneous cards, and disabled/destroyed cards
  - the laboratory administrative staff is responsible for maintenance cards
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### Card storage and security

Unassigned and temporary access cards are stored in a locked cabinet or office.

Maintenance cards are stored in the receptionist area.

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