

**UC Davis Health  
Sacramento, CA  
Department of Pathology and Laboratory Medicine**

**RESTRICTED LABORATORY ACCESS**

**Administrative Procedure 815.A**

**PURPOSE:**

To ensure that access to the laboratory is restricted to authorized individuals and that access authorization is maintained and current.

**POLICY:**

1. Laboratory personnel shall have authorized access to laboratory spaces through security codes or badges imbedded with cardkeys as defined necessary by their job requirements, management or hospital policy.
2. Many of the laboratories and facilities operated by the Department of Pathology and Laboratory Medicine are accessed via cardkey, 24 hours a day, seven days a week. They include the Pavilion Core Laboratory, Pathology Building and Specialty Testing Center.
3. Some laboratories and facilities are accessed by key and/ or cardkey. This includes some phlebotomy draw sites and Cancer Center Laboratory, which are routinely locked and secured between 1700 and 0700 on weekdays, weekends and holidays.
4. Laboratory support staff or hospital auxiliary staff and clients such as housekeeping staff shall have access to the laboratory as defined by their duties.
5. Vendors, contractors and visitors shall be required to request temporary access and shall only have access to the laboratory when laboratory staff is present.
6. Laboratory staff shall have access to computer systems such as EMR, or other electronic systems and applications by use of passwords or employee badge scan.
7. Authorized access shall be inactivated once an employee ends their employment.

**PROCEDURE:**

**Employee Responsibilities**

1. Employees must wear a UC Davis Health issued identification (ID) badge at all times in UC Davis Health facilities; the ID badge must be clearly visible at all times
2. Cardkey holders are responsible for maintaining the security of their cardkey.
3. Report lost or stolen ID badge/cardkey to UCD Police at 4-2555 and to IT at 4-HELP (4-4357). IT will immediately deactivate the cardkey.
4. Cardkey holders are responsible for ensuring that cardkeys are used for work-related purposes only. The cardkey card holder must not use their cardkey to gain access to a locked unit for any non-work-related purpose. For example, it is not appropriate to use a cardkey to access a locked unit, when visiting a patient.

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5. Cardholders must never loan, lend, or allow anyone to use their ID badge/cardkey for any purpose including, but not limited to-building/area access, time card recording, etc.
6. Laboratory staff shall not share their access passwords or allow others to use computer systems or other electronic systems.

**Supervisor Responsibilities**

1. Approve requests for access to facilities or computer systems and applications.
2. Ensure access authorization is updated appropriately when an employee status is changed. Examples include change in employee's title or separation of employment.

**REFERENCES:**

- UCDH Administrative Policy 2402: Separation Notice Deactivation of Physical and Electronic Access.
- UCDH Administrative Policy 3104: Identification Badges.
- UCDH Administrative Policy 3311: Cardkey Security Access.

