DLAR Access Instructions

1. Complete all **Mandatory Education for IACUC**, have been cleared through University Health to work with animals, and have been added to an active animal use protocol in Cayuse AO by your Principal Investigator (PI) and have an active UK ID badge.

2. Submit a completed **DLAR Access Request Form** to the DLAR main office in HSRB 204 via e-mail through the form. If the e-mail option in the form does not work please contact the **DLAR Business Office** for assistance.

    NOTE: All University of Kentucky Faculty, Staff, and Students that will be working with animals must complete the DLAR PI Orientation (DLAR-TRG-13) prior to access being granted. A facility tour of where your animals will be housed is required within 30 days of DLAR access being granted. Access will be disabled if the tour has not been completed within the allotted time. Access will be reinstated once the tour has been completed and documented.

3. DLAR main office personnel will verify that the IACUC has approved you on an active protocol and will contact you regarding setting up an appointment for DLAR access.

4. DLAR Access Appointment:

    Come to the DLAR Office in 204 HSRB.

    Bring your UKY ID badge with you.

    DLAR main office personnel will verify the access levels you need and add access to your badge.

5. General Information

    Per UK HealthCare Policy #A10-110, requires all employees to wear an official ID badge in plain sight at all times while at work.

    Do not loan your ID badge to anyone or borrow anyone else's badge. If you do so, your access to DLAR animal facilities will be revoked and your ID badge may be confiscated.

    If you have had access to animal facilities and your badge stops working, email a description of the problem (including the room number and building name where the problem occurred) with your name and UK person ID# to **CampusAccess@uky.edu**.

6. For questions contact the DLAR Main office at:

    Phone (859) 323–7132

    Email **DLAR Main Office**

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