

DISPLAY OF LAB & DOE SECURITY BADGES

In accordance with new DOE contract requirements, anyone issued a Jefferson Lab photo access badge or a DOE Personal Identification Verification security badge must display their badge so it is visible to others while on-site. The following requirements detail the proper wearing of Jefferson Lab and DOE issued badges:

- Badges must be worn with the photo side out in a location above the waist and on the front of the body while on-site and at other DOE facilities, except when doing so poses an undue safety risk to performing assigned work (i.e. performing hazardous work where it could be entangled in machinery or equipment).
- The badge recipient is responsible for safeguarding their badge and preventing its misuse such as allowing someone else use your badge to enter a Jefferson Lab building/facility or other DOE and government facilities.
- Jefferson Lab photo access badges are for official business purposes only and are not recognized for establishing the recipient's identity outside of Jefferson Lab.

Wearing your badge at all times when on-site enhances the safety of our workplace and ensures everyone with authorized badge access to our facility can be easily identified by co-workers and the Security team. As a reminder, badges should be removed or obscured from sight when not on Jefferson Lab or other federally controlled, owned or leased property.

Badge photos must be easily recognizable and consistent with the badge holder's current appearance. You can request a replacement Jefferson Lab photo access badge by scheduling an appointment with the badging office at www.jlab.org/badgingoffice during normal business hours Monday-Friday 8am-5pm.

The badging office is located in the Support Service Center, building 28, room 52. For questions or concerns please email fso@jlab.org or call the Badge Office Supervisor, April Wiley at (757) 269-7795.