



# LBNL Badge Return



- All employees and guests must have a valid LBNL badge and either wear it or produce it upon request
  
- At the end of the employee or guest appointment, **badges must be returned** to one of the following:
  - Supervisor or host
  - Division/HR contact
  - Site Access Office (65A or MS 65A0101)
  - Badge return box [located near ALS lobby/reception, Site Access, B62/66, B67 (Foundry), B72 (NCEM), and the B90 lobby and **NEW location** in the Guest House lobby]
  
- Already offsite?
  - Mail to Site Access Office: 65A0101 *OR*
  - Drop badge in any U.S. Mail Box



For additional information: Sam Houston, Site Access Manager, x4855