

Security Access Request Form

Name of Person Requesting Access: _____

Title (Faculty, Staff, Student, Visitor): _____

Email Address: _____

Phone Number: _____

Over the age of 18: (circle one) Yes No

Frequency of Access (Check all that apply)

Building	Room Numbers (List all rooms)	Monday-Friday		Weekends		Holidays	
		8:00am-4:30pm	4:30pm-8:00am	8:00am-4:30pm	4:30pm-8:00am	8:00am-4:30pm	4:30pm-8:00am
Kakaako		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biomed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How long will you need access to the facility _____

Approved protocol this person is on _____ (protocol #)

If no protocol is given or the protocol listed is incorrect, it is the submitters responsibility to determine the correct protocol number. If you feel that you are on the protocol, please contact Lisa Sato at lisaho@hawaii.edu to confirm. Please note AVS will not give access unless the submitter is on an approved IACUC protocol.

Principal Investigator for the project

PI Name _____

Email Address _____

Phone Number _____

Signature of PI _____

Date _____

In order to prevent a noncompliance AVS is limiting vivarium access to faculty, staff and students on an approved protocol or visitors/visits coordinated with PI's through LAS. Please contact Andrea Moffitt amoffitt@hawaii.edu, Jenee Odani jsodani@hawaii.edu or Michael Wong wongmich@hawaii.edu to coordinate visitors. Anyone in the vivarium without proper access will be escorted out. A breach of security can result is suspension of access to the vivarium and/or building access.

Please return the form to:

Animal & Veterinary Service

avsofc@hawaii.edu

jsodani@hawaii.edu

wongmich@hawaii.edu

amoffitt@hawaii.edu

Official Use Only

Code Assignment (Areas) _____

Key Assignment (Rooms) _____

Cleared for Access _____

Signature _____

Date _____

Notes: