

> Check one of the following: ___ First time request for Animal Facility access - MUST do steps 2, 3, & 4
 ___ Adding/Changing existing access to Animal Facility(s) - See RAR Supervisor

SCHOOL OF MEDICINE CARD ACCESS SYSTEM
 EAST BALTIMORE CAMPUS

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CLEARANCE REQUEST FORM

INTERIOR ACCESS

**Research Animal Resources
 BROADWAY RESEARCH BLDG**

1 - FACILITIES MANAGEMENT SECTION:

This section to be completed by Department of Facilities Management. CARD# _____ Expiration Date: _____
 _____ Date _____ Initial _____
 New: _____ Entered: _____ Replaces Card # _____
 Add: _____ Activated: _____ Replaced by Card # _____
 Delete: _____ Deleted: _____

2 - INDIVIDUAL TO WHOM ACCESS WILL BE ISSUED SECTION:

This section must be completed in its entirety prior to other sign-offs being obtained

Name: _____ (LAST) _____ (FIRST) _____ (M.I.)

I.D. Badge #: _____ Building: _____

Department: _____ Room: _____

Phone Ext.: _____ Supervisor Signature: _____

Status: Faculty _____ Staff _____ Student _____ House Staff _____ Fellows _____ Temporary _____

Protocol number(s): _____

PI(s) Name(s) - Print : _____

3 - RESEARCH ANIMAL RESOURCES SECTION:

***The following is for rodent facility users only:**
 You can find the 2 training modules at <http://www.hopkinsmedicine.org/animalresources/training/index.html>
 *I have reviewed the Animal Resources web-based training module on **Hood Procedures** and agree to the procedures described.
 Date Viewed _____ Signature _____

*I have reviewed and understand the Animal Resources web-based training module on **Transition to the Automatic Watering System** and agree to the procedures described.
 Date Viewed _____ Signature _____

Orientation training by RAR is required for access into any animal facility.
 I have completed hands-on facility orientation
 Date _____ Signature Applicant _____ Signature Trainer _____

**Training for BRB is held on Thursdays @ 9:30 AM, meet at the BRB G level elevators
 Training for all other areas is scheduled through RAR by Calling 410-955-3273**

Clearances: RAR must stamp and initial next to each authorized clearance.
Stamp
 _____ **BRB01** All animal rooms in the Broadway Research Bldg.
 _____ **Not All** Not all card readers for RAR space. Refer to Individual Readers Listing on back of page.

4 - ANIMAL CARE & USE COMMITTEE (ACUC) SECTION:

For ACUC approval of inclusion on protocol(s)
Animal Care and Use Committee Approval Stamp: _____
 (Reed Hall B122)

Hand carry the completed form to Facilities Management at 2024 Monument Street, suite B1100 (preferred method)
 or scan BOTH sides of the form and e-mail to Cliff Summers at csummers@jhmi.edu
 If you have any questions or concerns, please call RAR @ 410-955-3273 or ACUC @(410) 287-3738.

Individual Reader Listing:

Research Animal Resources BROADWAY RESEARCH BLDG

*Research Animal Resources must stamp and initial next to each authorized clearance.
 Also please note that all animal clearances include the Ross Penthouse Cold Box and
 building perimeter entrances 24 hours per day 7 days per week.*

Stamp

_____	BRB02	<u>Rooms:</u>	Employees Entrance: B02-A, B05-A, BC3-A, BC5-A, and Elevator # 7
_____	BRB03	<u>Rooms:</u>	Investigators Entrance: B05-A, BC3-A, BC5-A, and Elevator # 7
_____	BRB04	<u>Rooms:</u>	Receiving Entrance: B04A-A, BC2-A, and Elevator # 7
_____	BRB05	<u>Rooms:</u>	B02-A, B06F-A (BSL-3)
_____	BRB06	<u>Rooms:</u>	All suites (Includes suites 10 thru 20)
_____	BRB07	<u>Rooms:</u>	
_____	BRB08	<u>Rooms:</u>	
_____	BRB09	<u>Rooms:</u>	
_____	BRB10	<u>Rooms:</u>	Suite 10 Entrance thru B10-A
_____	BRB11	<u>Rooms:</u>	Suite 11 Entrance thru B11-B
_____	BRB12	<u>Rooms:</u>	Suite 12 Entrance thru B12-A
_____	BRB13	<u>Rooms:</u>	Suite 13 Entrance thru B13-B
_____	BRB14	<u>Rooms:</u>	Suite 14 Entrance thru B14-A
_____	BRB15	<u>Rooms:</u>	Suite 15 Entrance thru B15-B
_____	BRB16	<u>Rooms:</u>	Suite 16 Entrance thru B16-A
_____	BRB17	<u>Rooms:</u>	Suite 17 Entrance thru B17-B
_____	BRB18	<u>Rooms:</u>	Suite 18 Entrance thru B18-A
_____	BRB19	<u>Rooms:</u>	Suite 19 Entrance thru B19-B
_____	BRB20	<u>Rooms:</u>	Suite 20 Entrance thru B20-A