

> 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

**Research Animal Resources**  
 Traylor, Ross, JHH, SON  
 WBS-Transgenic Core

CLEARANCE REQUEST FORM INTERIOR ACCESS

**1 - FACILITIES MANAGEMENT SECTION:**  
 This section to be completed by Department of Facilities Management. CARD# \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 \_\_\_\_\_  
 New: \_\_\_\_\_ Entered: \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_ 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 Ross 3rd and 5th floors is held on Wednesdays @ 10:00 AM in Ross 334S (S= service corridor)**  
**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

\_\_\_\_\_ **ALLANIM** All animal rooms in the Ross, WBSB, JHH, WDWILBSM, and Traylor buildings.

\_\_\_\_\_ **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](mailto:csummers@jhmi.edu)  
 If you have any questions or concerns, please call RAR @ 410-955-3273 or ACUC @ (410) 287-3738.

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| <p align="center"><b>Research Animal Resources</b><br/> <b>Traylor, Ross, JHH, SON</b><br/> <b>WBS-Transgenic Core</b></p> |
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**Individual Reader Listing:**

*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**

|       |          |   |
|-------|----------|---|
| _____ | TRAYGND  | Traylor Building ground floor and perimeter entrances (time clock and auto door 2).   |
| _____ | R3HRRET  | Ross 3 High Risk Return and BSL-2.  |
| _____ | ROSS3RD  | Ross Research Building; 3rd floor and perimeter entrances into Ross.  |
| _____ | ROSS410  | Ross Research Building; S410  |
| _____ | ROSS415  | Ross Research Building; S415  |
| _____ | ROSS429  | Ross Research Building; S429  |
| _____ | ROSS434  | Ross Research Building; S434  |
| _____ | Ross 473 | Service Corridor  |
| _____ | ROSS444  | Ross Research Building; S444 and Service Corridor   |
| _____ | ROSS450  | Ross Research Building; S450 OR and Service Corridor.   |
| _____ | ROSS465  | Ross Research Building room S465 <b>Rodent Quarantine</b> and Service Corridor.   |
| _____ | ROSS466  | Ross Research Building room 466 <b>Rodent Microsurgery</b> .  |
| _____ | ROSS467  | Ross Research Building room S467 <b>Primate Quarantine</b> and Service Corridor.  |
| _____ | ROSS470  | Ross Research Building room 470 and Service Corridor.   |
| _____ | ROSS5TH  | Ross Research Building; 5th floor and Chemical Hazard Room.   |
| _____ | ROSS6TH  | Ross Research Building; 6th floor.  |
| _____ | ALLWBSB  | Wood Basic Science; 9th floor Transgenic Core.  |
| _____ | JHH      | Blalock, 13th floor, Pathology, 8th floor.  |
| _____ | WDWILBSM | Wilmer Woods Research Building Basement   |
| _____ | WDWILBOR | Wilmer Woods <b>Animal Operating Rooms</b><br>- Approval from Jerry Luty or Sam D'Anna required                                 |
| _____ | NURALLAB | Nursing-All lower level animal labs to rooms 031, and 020-033. First floor perimeter<br>entrances and elevators LL - 3rd floor. |