

Medical School Extension (MSE) Animal Facility ID Badge Card Access Programming Request Form

Principal Investigator (PI): _____

Date: _____

Contact Number(s): _____

Department: _____

Approved AWC Protocol Number(s): _____

- **Badge Number** – Located on back of UT Photo ID Badge. First set of numbers located in lower right, below magnetic strip.
- **Illegible Badge Number** – Employee name (as printed on badge) is mandatory when badge number is illegible.

Steps to Badge Access Request Being Granted:

- **Submit Completed Access Request Form** to Kelly Garner, Access Coordinator, (713) 500-7730.
 - Email to Kelly.N.Garner@uth.tmc.edu, fax to (713) 500-0760, or mail to MSE R658.
- **Verification Process:** Access Coordinator will verify that a) each employee is listed on an approved AWC protocol and b) AWC required training courses have been satisfied. For *rodent surgery room R602 access*, employee must have completed the Aseptic Surgical Techniques course.
- Access Coordinator will submit request to UT Police Technical Services by email at utpdtechserv@mdanderson.org.

Special Request – 24/7 Access (Default Access is 7 days/wk, 12 hours 7 am – 7 pm): 24 hour access requested: Yes NO

- Letter with justification must accompany 24/7 access requests. **Address Letter to:** Bradford S. Goodwin, Jr., DVM, Executive Director, CLAMC

BADGE NUMBER	EMPLOYEE NAME	EMPLOYEE TITLE	RODENT SURGERY ROOM R602 ACCESS REQUESTED	ACCESS LEVEL <i>To be Completed by Access Coordinator</i>
4383543	Dr. John Q. Doe	Associate Professor	Check If Needed	Research Staff Level 2
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