

**Center for Laboratory Animal Medicine and Care  
(CLAMC)**

**Fax completed form to (713) 500-0760**

**Satellite Facilities Security Access Request Form**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Badge Number (Located on back, lower right, below magnetic strip): \_\_\_\_\_

Employee Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Rm. #: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED PRIOR TO SUBMITTAL**

**Principal Investigator:** \_\_\_\_\_

**Protocol # Requestor Listed On:** \_\_\_\_\_

**PLEASE SELECT FROM THE FOLLOWING INFORMATION:**

**Time Codes Requested:**

- 24 hours (attach required letter)
- 8:00 am – 5:00 pm (Week Days)
- 7:00 am – 6:00 pm (Week Days)
- 8:00 am – 12:00 pm (Weekends)

**Bldg. Requested For:**

- IMM
- DBB
- UCT
- Other \_\_\_\_\_

**TO BE COMPLETED BY CLAMC**

**Required AWC Training Completed**

**Listed on Approved Protocol**

Date Submitted: \_\_\_\_\_  
(To UT Technical Services)

Date Approved: \_\_\_\_\_

CLAMC Access Coordinator: \_\_\_\_\_

Note: \_\_\_\_\_

# Center for Laboratory Animal Medicine and Care (713) 500-7728

## Satellite Facilities Security Access Request Form

The Center for Laboratory Animal Medicine and Care (CLAMC) is a controlled access facility. Access to the animal facility and your animal research depends upon your taking the animal research training courses and the activation of your identification badge.

### **Obtaining Security Access**

1. Register for the Research Training Courses offered by CLAMC by calling Kelly Garner at (713) 500-7730. These classes are conducted once each month.
2. Complete the attached Satellite Facilities Security Access Request Form and return to the main office, MSE R654, or fax to (713) 500-0760.
3. If you require 24 hour access, a letter from the principal investigator containing the following information will need to be sent to Dr. Bradford S. Goodwin, Jr., Executive Director:
  - the reason or justification
  - the person or persons to gain access
  - the identification badge number(s)

### **How your identification badge works:**

Present your identification badge next to the black access card reader located near the entrance doors. You should hear a BEEP. The **RED** access reader light should turn **GREEN**. This means you have been authorized access to the area.

If the access reader light **remains RED**, either you have not been authorized access to that particular area or your badge has not yet been programmed.

If it does not beep, this is an indication that there is a problem with your identification badge and you will need a replacement badge. Replacement identification badges may be obtained from the Cashiers Office located at University Center Tower (UCT), 7000 Fannin St. on the 22<sup>nd</sup> floor.

To exit the Animal Care Facility, press the **RED** button mounted on the wall located next to the exit doors.

On weekends and holidays all animal rooms are locked at 12:00 p.m. [For access to the rooms after the doors have been locked, you will need to make special arrangements by contacting a manager/supervisor.](#)

### **Your assistance is required:**

1. Always secure your identification badge in a safe place.
2. Remember that your identification badge is for your use only.
3. If your badge is misplaced or lost, report it **IMMEDIATELY** to the CLAMC office.

Security of the animal care facilities and your animal research depends to a large degree on the integrity of the security access identification system and your assistance.