**DCM Facility Access Renewal Form**

**Instructions:**

1. Use one form per person and fill in all required fields completely.
2. For Brotman access, please list the card # for the main facility entrance, not the card # for the individual P-wing animal room.
3. Submit completed form to the Animal Use Training Program at [auts@uw.edu](file:///\\netid.washington.edu\compmed\Shared\Teaching\Jennifer\AUTS%20Forms\auts@uw.edu) immediately upon completion of your annual online training. *This will ensure that your access is renewed for another year.* ***Submission of this completed form is the only mechanism for renewal of your access.***
4. Please return the form at least one week prior to your expiration date to allow for processing.
5. Receipt of renewal requests will be acknowledged via email.

**\*\*PLEASE TYPE – HANDWRITTEN FORMS WILL BE RETURNED\*\***

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| **Required for All Renewal Requests** | |
| Name (last, first, m.i.): | |
| Department: | Phone #: |
| PI Name (last, first, m.i.): | IACUC Protocol #: |
| Applicant’s Email Address: | |
| Previous “Annual Training” exam date: | Current “Annual Training” exam date: |

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| **Please check the Annual Animal Use course(s) you have completed:** | |
| Rodent User: | Non-Rodent User: |

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| **Required for Health Sciences Building (HSB) and Foege Renewals** |
| Facility you need access to: 6th Floor T-wing K-wing Foege |
| EID/SID # (or alternate proxy card #): |

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| **Required for ARCF and Guthrie Renewals** |
| Facility you need access to: ARCF Guthrie |
| EID/SID # (or alternate proxy card #): |

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| **Required for South Lake Union (SLU) Renewals** |
| Facility you need access to: Brotman SLU 3.1 |
| Card #:       *(For Brotman, list the card # for the main facility entrance, not the card # for P-wing animal rooms.)* |

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| **Required for Harborview Research & Training (HR&T) Renewals** |
| Facility you need access to: HR&T |
| Card #: |

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| **Required for CHDD and Roosevelt Renewals** |
| Facility you need access to: CHDD Roosevelt |