**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:///%5C%5Cnetid.washington.edu%5Ccompmed%5CShared%5CTeaching%5CJennifer%5CAUTS%20Forms%5Cauts%40uw.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 |