

# Facility Access Request



Laboratory Animal Resources Center

<b>Section I.</b>	
Form Completed by:	
Date Submitted to LARC:	

<b>Section II. Individual Information</b>			
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Volunteer/ Person of Interest
Name		Banner ID	
Department		Phone #	
Email Address			

<b>Section III. Principal Investigator / Supervisor Information</b>			
PI / Supervisor Name		Protocol #	
Department		Phone #	
Email Address			
Signature			

<b>Section IV. Access Requested</b>			
Please list all locations for which you are requesting access.			
<input type="checkbox"/> Facility Access (Main Entrance)		<input type="checkbox"/> Specific Animal Rooms	
<b>BUILDING</b>	<b>DOOR #S</b>	<b>BUILDING</b>	<b>ROOM #s</b>
<input type="checkbox"/> BSE	3.300A, 3.500, 3.600-1	<input type="checkbox"/> BSE	
<input type="checkbox"/> BSB	3.03C, 3.03.22, 3.03.22U	<input type="checkbox"/> BSB	
<input type="checkbox"/> SRL	1.03, 1.03-1	<input type="checkbox"/> SRL	

<b>Section V. Other Requirements (Only if handling animals)</b>			
Have you completed AALAS Online Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed	

Questions? Please contact the LARC Office, 458-6692. Fax completed forms to 458-6087 or email it to [larc@utsa.edu](mailto:larc@utsa.edu).

<b>For LARC Administration Use Only</b>			
	Date	Initials	
Process Start Date			IACUC Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Access Requested			Approval Date:
Access Granted			
Edstrom Profile Created			Edstrom PIN #
Final Email			
Complete			

**\*Please do not share your PIN # with anyone. Sharing PIN #s compromises the security of the facility and could be grounds for having your access revoked.**