

Checklist for access:

IT IS PROHIBITED TO ENTER AN ANIMAL FACILITY UNLESS YOU ARE GRANTED YOUR OWN ACCESS OR ESCORTED WITH APPROVAL FROM A VETERINARY RESOURCE VETERINARIAN OR THE BUSINESS PROGRAM MANAGER.

- AUP personnel amendment letter sent to access@som.umaryland.edu
- Fill out [VR Facility Access form \(fillable\)](#) or [ABSL-2 Facility Access form \(fillable\)](#)
 - **COMPLETE ALL STEPS** (Incomplete forms will delay access)
 - Ensure that your PI signs the form for approval (#8)
 - You must send your personnel amendment letter to access@som.umaryland.edu (#9)
 - Complete required online training (LAERAP, OHSP, EHS) listed on the bottom of the form
- Fill out [VR Key Receipt Authorization form \(fillable\)](#)
- Request a facility tour by clicking on the building(s) you need. Check your protocol for approved building(s) (see section VII. LOCATION OF ANIMAL USAGE). **You will not get access to a building that has not been approved on the protocol.** (Only one PI name per Facility Access form)
- Bring the two forms to the facility tour or send the completed forms **signed in advance** by the PI to the facility manager when your facility tour is scheduled
- Ask the tour guide to sign the Facility Access form and provide the necessary key information for the Key Receipt Authorization form. If all forms are complete including PI signature and training dates, the manager/supervisor can issue keys and signs the forms.
- Once complete, scan and email both forms to access@som.umaryland.edu.
 - a. If there is still information that needs to be completed after the facility tour, the tour guide will provide the key information for the forms and ask the requestor to finish completing the forms. The requestor can then scan and email the forms to access@som.umaryland.edu.
 - b. When the completed documentation is received, the corresponding manager is notified that keys can be issued. Make arrangements to pick up the keys by contacting the manager/supervisor directly.

