

BUILDING SECURITY ACCESS AND KEY REQUEST

Instructions:

- Fill in all information below and bring *completed form* to new researcher orientation.
- Schedule orientation once you have been approved on your PI's Animal Protocol.
- To schedule orientation training visit <https://animalcare.msu.edu/training/orientations/index.html> or *email CARinfo@msu.edu.

***Must include which building access is needed for.**

Requesting Access For:

Name: _____

Spartan ID #: _____

Office Phone: _____

**6 digit code located on the back, right, lower corner of MSU ID*

Email Address: _____

New PIN 4-digit code: _____

Cell Phone: _____

Please choose a unique 4 digit passcode. If you already have a

Z-PID/A-PID: _____

PIN code, the same number will be used

Building Location Information:

CAR facility for Access: _____ Room Number Requested: _____

Request Life Science Room Key _____

IACUC Information:

Authorized on Protocol Number: _____

PI Protocol belongs to: _____

*Supervisor: _____

*Supervisor Phone Number: _____

Check Any Additional Training(s) Needed:

Euthanasia

Animal Handling

Rodent Breeding

Techniques (list): _____

Access Card Agreement:

I agree to complete new researcher orientation training and will follow security and PPE requirements as outlined during training. I agree to notify CAR when work is complete. Failure to comply with CAR security guidelines may result in void of card access. Card replacement must be done at 170 International Center and may include a replacement fee.

Card Holder Signature: _____

Date Signed: _____

*Supervisor/PI Signature: _____

Date Signed: _____

**Supervisor information and signature is required if card holder is not PI.*

Incomplete forms will not be processed. If you have questions or need help filling out the form please contact CarInfo@msu.edu or call 517-353-5064.

CAR Staff will complete this section once new researcher orientation is complete

Training Provided By: _____

Date: _____

Authorized for Access: _____

Date: _____

Key(s) Issued: _____

Initials/Date: _____