
Access Authorization/Key Sheet Instructions

1. CONTACT R&D SAFETY OFFICER JESSICA E. TULLOCH, PHD, (206) 277-6200 (PHONE EXT 6-6200), OR VIA EMAIL, JESSICA.TULLOCH@VA.GOV & SHE WILL MAKE AN APPOINTMENT WITH YOU & SEND YOU THE SAFETY/BBP POWERPOINT FILES TO BE REVIEWED.
2. REVIEW THE SAFETY/BBP POWERPOINTS FILES **OR** GO TO THE VA PUGET SOUND LIBRARY AND WATCH VIDEOS #1 & #2 (LAB SAFETY/BBP FOR NEW EMP.S
3. YOU'LL SEE PEOPLE ON THE SHEET. THESE LISTED ARE YOUR FIRST VISITS:
 - b. JESSICA E. TULLOCH, PHD, R&D SAFETY OFFICER
 - c. JACQUELINE MURRAY-WIJELATH, PHD, BIOSAFETY OFFICER
 - d. CHRISTOPHER A. PETERSON, MHP, RSO
4. VA-PRINCIPAL INVESTIGATOR (PI] MUST SIGN THIS ACCESS AUTHORIZATION FORM OFF
5. THEN TAKE IT TO JANE SUMMERFIELD OR BEN BRAINARD. BEN CAN SIGN OFF ON THE FORM FOR JANE.
6. IF POSSIBLE, PLEASE WRITE NAME OF KEYS NEEDED ON TOP OF THE FORM

R&D ACCESS AUTHORIZATION AND IN-SERVICE ORIENTATION RECORD v. 01/06/16

NAME _____			
LOCATION: BLDG _____ ROOM _____ EXT _____			
REQUESTING ACCESS TO FACILITIES:	SPECIFIC AREAS:	SIGNATURE OF APPROVING OFFICIAL/TRAINER	
That use radioactive materials	Bldg 1 Room 713 R&D Lab areas including Bldg 1, 6 & 7th floors and Bldgs 8, 11, 13, 23 and 34 and CRU DEXA facility	Christopher A. Peterson, MHP Radiation Safety Officer	Date ext. 61789 or ext 61433 <i>1/2 hour</i>
That use or house research animals	Bldg 34 Room 110 & 106. Bldgs 11, 23, 34 <i>circle one: [weekdays] -or- [24 hour access]</i>	C. Pekow or K. Koszcin Veterinary Medical Officer	Date ext. 62448 <i>1/2 hour</i>
	Bldg 1 Rm 116B: Occupational Health Screen: (submit completed Baseline Research Personnel Questionnaire/ARF form to Occupational Health)	Emp./Occ. Hlth Rep. Occupational Health	Date ext. 63575 <i>1/2 hour</i>
	Bldg 13 Room 211 Biomedical Laboratories and Core tissue culture labs in Bldg 1 Rm 627, Bldg 13 Rm 216, and Bldg 8 Rms 105A & 106A	Jacqueline Murray-Wijelath, PhD, R&D Biosafety Officer	Date ext. 61238 <i>1/2 hour</i>
Imaging Core: Core microscope equipment	Bldg 34, Room 212: Bld/rm 1/606A & 719, Bld/rm 13/202A, & Bld/rm 34/215 General ImageCore equipment training & safety	Daryl J. Hackney Image Core Manager	Date ext. 65001 <i>1 hour</i>
General R&D Laboratory Safety Orientation	Bldg 1, Room 610 General lab safety orientation, Personal Protective Equipment (PPE) evaluation, Video instruction, Fire Safety, Disaster training, etc.	Jessica E. Tulloch, PhD, R&D Safety Officer	Date ext. 6-6200 <i>1 hour</i>
Clinical Research Unit	Bldg 101, Room 5-E12, for use of CRU facilities including staff and facilities, and Bone Densitometer (DEXA).	Sharon G. McRae, PhD, ARNP Teresita Cornell, R.A.	Date ext. 64681 <i>1/2 hour</i>
Primary Workplace Bldg _____ Room _____	Lab or program-specific training regarding safety aspects of each project and orientation has been provided to this employee by the direct supervisor.	Principal Investigator (Direct Supervisor)	Date ext. <i>1 hour</i>
VA Computer Network and Communications Access	Bldg 13 Room 102 : Registration by R&D ADPAC for VA Network, UW Network, and/or VA long distance phone access	R&D/HSR&D/ERIC ADPAC(s)	Date <i>1/2 hour</i>
		Jane E. Summerfield, AO or Designee	Date
Prox./Access card ID # _____		Administrative Officer, R&D	

All training times are estimated minimum amount of time spent in personal, video and on-line instruction, and required reading of material provided by the trainers or located in the employee's work site.