EA08NT1003-1-0, WDS Access Request Form, must be filled out completely and a sponsoring individual (candidate user's manager or supervisor) must approve a Waste Data System (WDS) account by signing this document.

Requests for connection to WDS through internal or external methods must be reviewed and approved before access is granted to the system.

User Information

User _____
           Print Name   Signature   Date

Company/Primary Location _____

Office Phone _____ Cell Phone _____

Mailing Address _____

Email Address _____

Approving Sponsor _____
                        Print Name   Title

United States Citizen ☐ Yes   ☐ No

Statement of Need

_____

_____

Access Requested

☐ General WIPP User	☐ Acceptable Knowledge	☐ Environmental Protection Agency
☐ Business Reports	☐ Shipment Confirmation	☐ Transportation Certification Official
☐ Carlsbad Field Office	☐ New Mexico Environmental Department	☐ Transportation Subject Matter Expert
☐ Chemicals Administrator	☐ Packaging Administration	☐ Waste Certification Official
☐ Data Administration	☐ Safety/Emergency Response	☐ WIPP Operations Department
☐ Report Builder	☐ AD-Hoc Query	☐ Script Interface Access

Review and Approval
The approving sponsor is responsible for ensuring the user is qualified for access role requested. If user's qualification status changes, it is the approving sponsor's responsibility to notify the WDS Data Administrator, who will re-evaluate user's access in the WDS. Sponsor Review/Approval_____ 　　　　　　　　　　Print Name　　　　　　　　　　Signature　　　　　　　　　　Date   I understand I am responsible for protecting my assigned user account and password for confidentiality, and ensuring no one except me gains access to WIPP/DOE computer systems with my assigned User ID and password. I will report any change in my assigned duties. I understand that disclosure of or failure to safeguard sensitive data is prohibited. I understand failing to comply with policies and procedures described therein may be subject to disciplinary action. I understand I have no expectation of privacy (implied or otherwise) and that the user of DOE computer resources is subject to monitoring and review by authorized personnel. I understand unauthorized use of Government property is prohibited by Law (Section 641, Title 18 U.S.C.) and could result in disciplinary action.   User _____ 　　　Print Name　　　　　　　　　　Signature　　　　　　　　　　Date
After this form is complete, scan as a pdf format (*.pdf) and return via email to WDS Data Administrator for review at DL_WDS_DA@wipp.ws or print a hard copy and mail to: WDS Data Administrator MA GSA-210 P.O. Box 2078 Carlsbad, NM 88221 If you have questions, comments, or concerns, please contact the WDS Team Lead, Michael Walentine, at (575) 234-7470 or by email to DL_WDS_DA@wipp.ws.