ISSUED WDS Access Request Form

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			
User Print Name		Date	
Company/Primary Location			
Office Phone	Cell Phone		
Mailing Address			
Email Address			
Approving Sponsor			
United States Citizen			
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 Chemicals	□ Packaging Administration	□ Waste Certification Official	
Data Administration	□ Safety/Emergency Response	WIPP Operations Department	
Report Builder	□ AD-Hoc Query	□ Script Interface Access	

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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 <u>DL_WDS_DA@wipp.ws</u> 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 conce <u>DL_WDS_DA@wipp.ws</u> .	erns, please contact the WDS Team by email	at	