## 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 Print Name Company/Primary Location \_\_\_\_\_ Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Mailing Address \_\_\_\_\_ Email Address \_\_\_\_\_ Approving Sponsor \_ Title United States Citizen ☐ Yes ☐ No. **Statement of Need Access Requested** ☐ General WIPP User ☐ Acceptable ☐ Environmental Knowledge **Protection Agency** ☐ Business Reports ☐ Shipment ☐ Transportation Certification Confirmation Official ☐ Carlsbad Field Office □ New Mexico ☐ Transportation Subject Environmental Matter Expert Department

□ Packaging

Response

☐ AD-Hoc Query

Administration

□ Safety/Emergency

EA08NT1003-1-0 Rev. 2

☐ Chemicals

Administrator

☐ Report Builder

☐ Data Administration

☐ Waste Certification Official

☐ WIPP Operations

☐ Script Interface Access

Department

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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 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 by email at		

EA08NT1003-1-0 August 5,2020 Rev. 2 Page 2 of 2