

Visiting KML (what you need to do for your education or research visit or arranging for specimen collections)

- Call KML to check on available dates
 - Dorms & Housing
 - Vessel Fleet
 - Classroom
 - Dry labs
 - Sea Water Systems and Wet lab
- Submit Facilities Use Request Form (FURF)
- Submit Seawater Use Request Form (SURF) if applicable.
- Check on necessary permitting & licensing
 - Apply for permits/licenses
 - Send copies to KML
- Sampling & Specimen Collections
 - Call to discuss collection request
 - **IACUC protocols** for all vertebrate research and education at KML
 - Provide approved IACUC Plan from home institution for KML/FIO review and approval
 - received 45 business days prior to arrival to allow adequate time for review process
 - **Apply for any necessary permits and/or licenses**
 - Submit copies of current permits and/or licenses to KML
 - Submit Collection Request form
- Snorkeling & Boating Activities – all education & research groups
 - Completed Boat Roster
 - Completed Skills & Experience survey form
 - Signed Snorkeling & Boating Understanding form
 - Release & Waiver of Liability form
- AAUS Diving forms – must be received at least 14 business days prior to dive mission (submit all necessary documents at one time)
 - Letters of reciprocity (LORS) form
 - Dive plan approval form
 - Release & Waiver of Liability form
 - Proof of insurance