



Information for New JABSOM Kaka’ako Researchers

Welcome to the University of Hawaii John A. Burns School of Medicine at Kaka’ako. Our facility has specific rules and regulations that may differ from other UH campus sites. Please also refer to the [general information for all University employees](#).

ACCESS – OFFICE SET-UP – PARKING

Forms and instructions for entry to JABSOM Kaka’ako can be found at the [JABSOM Facilities Management Website](#). To obtain a new access card, modify access, or for a replacement card, submit the [JABSOM Access Card Request Form](#). This form is required for all access card requests. Email form to jabsom-security@hawaii.edu or fax to 808-692-1264.

Entry into the Biosciences Building (BSB) is limited to authorized access card entry only. On the [JABSOM Access Card Request Form](#), you will be asked to designate areas in the BSB you will need access to; this includes access to specific departmental controlled office spaces, laboratories, and corridors. Be sure to read the [instructions page](#) carefully.

For access to the **Laboratory Animal Services (LAS) Vivarium**, contact John Matassa at uhlas@hawaii.edu for more information on training required and LAS-specific forms to be completed.

There is an Animal Biosafety Level 3 (ABSL3) laboratory and a Biosafety Level 3 (BSL3) laboratory in the BSB and access to these labs is very restricted. Contact the JABSOM Biosafety Officer, Steve Case, at stevec@hawaii.edu or 808-692-1853 to obtain more information on requirements needed for access to these laboratory areas.

The following forms combine Facilities and IT workflows and must be filled out for any space change or access/IT requests tied to a specific space.

- The [Kaka’ako Employee Resource Checklist](#) is a checklist for new and exiting personnel and applies to all students, faculty, staff and researchers (UH, RCUH, UCERA, Other) accessing and using space at JABSOM Kaka’ako.
- The [JABSOM Personnel Request Form](#) includes space usage update, key request, internet access, and telephone setup for individuals at JABSOM Kaka’ako. Be sure to read the [instructions page](#) carefully. Email form to jabsom-security@hawaii.edu or fax to 808-692-1264.

For all parking requests, changes, campus passes or visitor/contractor parking passes, please email JABSOM Parking at jabsom-parking@hawaii.edu.

SAFETY TRAINING

Once access to the building is completed, all laboratory workers (PI’s, post-doctorals, graduate and undergraduate students, volunteers, technicians, etc) are required to complete UH safety trainings, dependent on the type of research being conducted and the chemicals or biological commodities used. For more information on which safety training classes you are required to attend, go to the [JABSOM](#)



[Environmental Health & Safety \(JABSOM EHSO\) Website](#) or contact JABSOM EHSO at jabsom-ehso@hawaii.edu or 808-692-1854 / 808-692-1855.