**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
	+ Housing
	+ Boats
	+ Classroom
	+ Dry lab
	+ Wet lab
* Submit Facilities Use Request Form (FURF)
* Check on necessary permitting & licensing
* Apply for permits/licenses
* Send copies to KML
* 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
* 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