**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