

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE  
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Support Services/C9S  
POLICY NUMBER: RSS-C9S-001  
REPLACES: na  
EFFECTIVE DATE: November 27, 2006  
REVISION DATE: na

POLICY TITLE: C9S Parking Validation

**POLICY:** Validation of parking in the 9<sup>th</sup> & Stewart facility (9S) parking garage for the Seattle Children's Hospital Research Institute shall conform to the procedures outlined below.

**The goals of this policy are to:**

- Encourage collaborative efforts and, when applicable, the use of shared facilities;
- Encourage on-going good citizenship in driving options;
- Recognize legitimate mobility differences;
- Provide flexibility in accessing Hospital locations.

**PROCEDURE:**

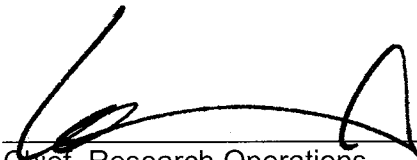
- 1.1 Validated parking is available at the 9S garage for Children's guests and collaborators, as well as for Children's staff with a primary location other than 9S who do not have access to shuttle service to the facility. The purpose of the presence at 9S must be a meeting or other research business activity taking place at 9S. Please note that clearance in the garage is 7'.
- 1.2 Validations for non-research activity may be available to visitors with the prior approval of Research Operations Staff (see below), to the extent that appropriate re-bill arrangements have been made, if they are required.
- 1.3 Parking validations can be obtained at the 11th floor reception desk. The reception desk is open between 8 a.m. and 4:30 p.m., Monday through Friday, except on Children's holidays. If you anticipate needing a validation outside of those hours, please contact the reception desk ahead of time. Backup validators are Sara Smith and Karen Barker on 10, and Natalie Ottenweller on 9.
- 1.4 The loading dock is available for loading and unloading business materials from personal vehicles. Prior approval by loading dock staff required.

- 1.5 The 11th floor reception desk provides primary coverage and tracking for parking validation. They will also reconcile the monthly invoice, and break out totals per payment code before signing and forwarding to AP.
- 1.6 For parking validation requested in advance, the individual will receive a stamped, coded and signed paper with the anticipated parking hours to submit upon exiting the garage. These will be logged, and included with the parking tickets and invoice Children's will receive.
- 1.7 Summary of validation guidelines:

Who	Validate	Notes
Outside collaborators (UW, FHCRC, CHI)	Yes	Encourage collaboration
CHRCM - Hospital	No	Shuttle service available via MPW*, **
CHRCM - 70 <sup>th</sup>	No	Shuttle service available via MPW*, **
CHRCM - MPW	No	Close enough to walk, use transit, or Flexcar**
CHRCM - other sites (Lake City, Bellevue, etc)	Yes	No shuttle service available
9S staff	No	Use the loading dock for loading and unloading business materials from personal vehicles.
Personal visitors	No	Not business related
Vendors	No	Paid by company
Consultants	No	Paid by company
Contracted staff	No	Non-employee workforce are held to same parking and commuting policies as employees
Temporary Staff (e.g. Pace)	No	Non-employee workforce (see above)
* For large events or meetings, car-pools <b>will</b> be validated.		
** For individuals with physical limitations which make it unfeasible to walk, parking will be validated.		

- 1.8 Research Operations Staff Authorized to approve non-research business validations and re-billing arrangements:
- 1.8.1 Sara M. Smith, Operations Assistant
  - 1.8.2 Lisa Cook, Operations Manager
  - 1.8.3 Jeff Lonien, Director, B&E
  - 1.8.4 Erik M. Lausund, Chief, Research Operations

Submitting Office: Research Support Services/C9S

Approved by:  Date: 11/15/06

Chief, Research Operations