

LEAF FORM for routing AUTHORITY TO TRANSPORT (AUT) FORMS

Who needs to have an AUT on file?

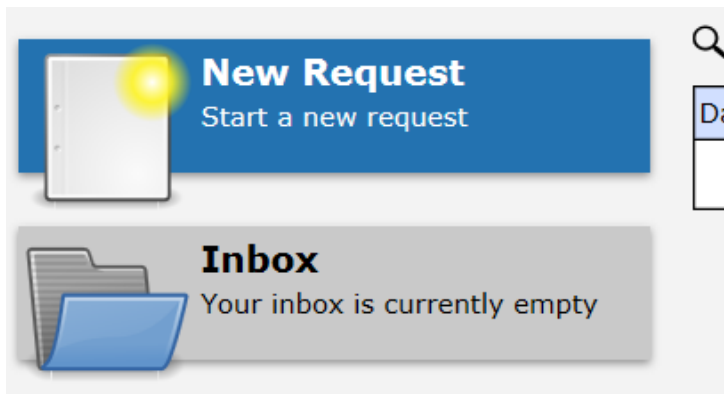
Any VA research study team member that is physically transporting paper research files containing PHI, or specimens/samples that are labeled with a code+date+other element of PHI (ex. diagnosis).

AUTs have to be renewed annually via the LEAF system.

Contact Kallie Medbery or Jennifer Whelan with questions or concerns.

STEP ONE: Go to https://leaf.va.gov/VISN7/508/Atlanta_SI/

2) Click on the link to start a “New Request”



3) Fill out the Requested information:

- a) for Service, choose “Research and Development” (no other Service Line)
- b) for Title of Request – name it “Last Name, First Name” AUT-2018 (or current year)
- c) In Step 2 – use check box to select “Authority to Transport” and then Click to Proceed
- d) You can change the Priority from “Normal” to “Emergency” if needed – although at this time we are not guaranteeing that it will get any extra attention if you do.
- e) Click on “Click here to Proceed” for the next page.

Welcome, **David Knight**, to the request website.
After clicking "proceed", you will be presented with a series of request related questions. Incomplete requests may result in delays. Upon completion of the request, you will be given an opportunity to print the submission.

Step 1 - General Information	Step 2 - Select type of request
Contact Info: David Knight (404) 321-6111 x4827 Service: Research and Development Priority: Normal Title of Request: KNIGHT, DAVID - AUT2017	<input checked="" type="checkbox"/> Authority to Transport (Authorization to transport data outside of protected environments (outside of VA)) <input type="button" value="Click here to Proceed"/>

3) On the next page complete the requested information. Do not use any dashes (-) in the phone number line. Then click on “Next Question”.

Form completion progress: 0% [Next Question](#)

In order to accomplish my duties, I require the capability to store, transport and/or utilize VA sensitive information outside protected environments, as defined by VA Directive 6500. VA information refers to all information, either electronic or paper-based. My personal information follows:

Requestor's Full Name * Required

Requestor's Title * Required

VA Address * Required

City * Required

State * Required

Zip Code * Required

Work Phone Number * Required

[Previous Question](#) [Next Question](#)

4) Enter the justification for taking sensitive data off the VA campus or having to bring it back to campus from another location. This is the text that we would suggest as a starting point for your justification. AS PART OF MY ROLE, I WILL BE TRANSPORTING VASI RESEARCH DATA AND/OR SPECIMENS OUTSIDE OF THE AVAMC PER MY IRB AND R&D APPROVED RESEARCH PROTOCOL(S). I WILL BE USING LOCKED BLUE BAGS PER AVAMC REQUIREMENTS. Then in the two boxes under the justification - list where you are taking the data from and where you are taking it to. Keep it generic such as, Atlanta VAMC to Emory University - OR – Study subject’s home back to the Atlanta VAMC – OR – From Atlanta Area Health Clinics back to the Atlanta VAMC. This listing should incorporate all of the places you will be transporting data to or from.

Form completion progress: 54% [Next Question](#)

Justification

Justification for the removal of VA sensitive information outside of protected environments (include where is being transported to or from, and how the information will be used) * Required

[formatting options](#)

Transporting data/specimens from: * Required

[formatting options](#)

Transporting data/specimens to: * Required

5) On the next page, select “Research Information”. DO NOT select any other boxes for AUTs for research.

Form completion progress: Next Question

73%

The sensitive information, as defined in VA Directive 6500, I intend to store, transport and/or utilize includes (check all that apply)

- Individually identifiable medical, benefits or personnel information
- Information that can be withheld under the Freedom of Information Act
- Financial information
- Research information
- Investigatory information
- Commercial information
- Quality assurance information
- Law enforcement information
- Information that is confidential or privileged in litigation
- Information that could adversely affect the national interest or conduct of federal programs

Previous Question Next Question

6) Select “One year” for the Timeframe

Form completion progress: Next Question

73%

The Timeframe that I will store, transport and utilize VA sensitive information outside protected environments is:

- 30 days
- 180 days
- One year

Previous Question Next Question

7) READ and click on the check box to acknowledge the next three questions. Please note that the AUT does not give you the authority to use USB drives, CD/DVDs, or other storage devices to transport data. A Device Control Exemption form is required for using any of those devices with VA computers.

8) When finished, click on “Submit Request” and the routing process will be started. You will be notified at each step of the approval process.