

Departmental Firewall Rule Request

Add / Remove Request Form

Requester

Name	<input type="text" value="Todd Davies"/>
Email	<input type="text" value="davies@csl.stanford.edu"/>

Department

Name	<input type="text" value="Please select option"/>
Approver	<input type="text"/> *
Approver Email	<input type="text"/>
Other Email	<input type="text"/>

* Mandatory fields

Rules

	Type	Action	Source Host	Destination Host	Port	Protocol
1	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
2	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
3	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
4	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
5	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
6	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
7	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
8	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
9	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>
10	<input type="text" value="Add"/>	<input type="text" value="Permit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="tcp"/>

Comments:	<input type="text"/>
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Usage Recommendations:

1. Select the department for which this rule request is intended from the pull-down menu.

2. Next select one person out of the list of available people that will approve the request for the department in question. Once selected the email address field of the approver email address will automatically be populated.
3. If you are both the requester and the approver then you do not need to follow up with an email to the firewall team approving the request.
4. If you need to modify an existing rule, first request removal of the rule then re-add the rule in the form you need it.
5. Please do not submit rule requests for multiple departments on the same form. Please submit a separate rule request for EACH department, being sure to note the correct approver. This information can be found [here](#).

Response time for rule implementation:

Response time for rule implementation is one business day from the time that the rule request has been approved by the approver for the department. In order to accommodate the needs of all clients, 10 rules submissions per day/per department will be implemented. The response time for large rule sets will be negotiated with the requester.

Emergency and After Hours Support:

Normal business hours are Monday through Friday, 8am-5pm. After hours support must be arranged and is subject to availability of firewall staff and must be approved and scheduled at least two weeks prior to the desired date. Emergency requests and requests for service outside of normal business hours will be assessed fees as defined in the [rates document](#).