



## Animal Facility SOP 28.2

### Animal Facility Access

Date Adopted	
Date Last Updated	10/14/21
Prepared by	Ingrid Tulloch and Julie Watson
Reviewed by	

### Access Control

Entrances to the animal facility and animal rooms are controlled with key card access.

Access privileges are granted to approved individuals by the building manager via a form that must first be filled out by the animal facility director. Applications for access must first go to the animal facility director.

Access cards may not be shared with non-approved personnel. Penalties for doing so may include loss of animal facility access.

Access to the animal facility is limited to animal care staff, investigators and their staff who have protocol-related responsibilities, security and mechanical systems personnel and veterinarians. Investigators and their staff only have access to rooms designated for their work.

### One-time or occasional visitors with access (including security and mechanical systems personnel)

All personnel who do not have an occupational health clearance must read and sign the "[risks in the animal facility](#)" form before entry. This form describes the potential health risks of exposure to laboratory animal allergens.

### Visitors without an access card

Visitors without key card access may only enter the animal facility if they have been granted access by the animal facility manager *and* they must be escorted at all times by a member of the animal facility staff, an investigator or a veterinarian.

### Procedures to obtain access to the animal facility:

1. Complete a facility access [request form](#) that provides evidence that

- you are included on the approved Animal Care and Use protocol. If not, submit an amendment request form to the IACUC.
  - you are enrolled in the occupational health program. Attach documentation of completion to the facility access request form
  - You completed the IACUC-required training for investigators.
2. The animal facility manager will arrange card key access and notify you whether access is granted by email within 14 days of form submission.
  - 3.



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**Potential health risks of exposure to laboratory animal allergens.**

Presence in an animal facility may involve exposure to laboratory animal allergens, and could expose animals in the lab to animal disease.

Individuals with allergies may experience upper respiratory or other symptoms such as itchy skin and eyes, conjunctivitis, runny nose or post-nasal drip. Individuals with asthma should consult with their physician and take physician-recommended precautions before entry.

No person may enter the animal facility if they have been in another laboratory animal facility within 24 hours unless they have had a shower and complete change of clothes.

Shorts, open toed shoes, hats or bare midriff shirts are not appropriate attire and anyone that does not abide by the dress code will not be allowed to enter the vivarium.

When entering the animal housing rooms, surgery rooms or other designated rooms, facility users must wear personal protective equipment (PPE). PPE includes laboratory gown, shoe covers and gloves.

I have read and understand the risks of entering the animal facility and have not been in another animal facility for at least 24 hours (or have showered and changed clothing).

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Name

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Signature

Date

