



# POLICY

<b>TITLE:</b>	<b>Access to Animal Use Areas</b>
<b>Policy Number:</b>	<b>2014-036</b>
<b>Responsible Department:</b>	<b>Institutional Animal Care and Use Committee</b>
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<b>Approval Date:</b>	<b>10/8/14</b>
<b>Reviewed:</b>	<b>1/11/17; 9/13/17; 5/13/2020</b>
<b>Revised:</b>	<b>1/11/17; 9/13/17 (Added: animal allergens to what visitors might be exposed; USDA &amp; OLAW to list of who must abide by these policies); 5/13/2020 (Defined who is not considered a visitor)</b>

**Purpose of Policy:** To provide a secure and minimally disruptive environment for the housing of research animals, protect the health and well-being of persons and animals, and to protect the confidentiality of investigators' research.

**Policy Information:** All persons granted access to any animal use area must follow all policies and procedures established for the area pertaining to animal contact, personal protective equipment and personal conduct and must have completed all appropriate training.

The following policies pertaining to visitors (persons without authorized access) to animal use areas will be in effect. Persons not defined as visitors include persons who have been granted card key access; persons working on behalf of someone who has been granted card key access; Institutional Animal Care and Use Committee (IACUC) members in performance of their committee responsibilities; and other appropriate members of the University leadership with oversight authority, although the latter may require escorts by vivarium or veterinary staff.

- **Visitors may not have access to any animal barrier facility unless the visitor's host has first obtained permission from the Institutional Animal Care and Use Committee (IACUC) Chair or the Institutional Official (IO).** Exceptions to this policy include Facilities and Environmental Health and Safety personnel who must enter vivaria to perform their job responsibilities.
- Visitors to animal quarters or laboratories housed within a vivarium must be escorted by their host at all times and must abide by all policies and procedures established for the area pertaining to animal contact, personal protective equipment and personal conduct. The host is responsible for ensuring that visitors comply with this policy.

- Prior permission from the IACUC Chair or IO is not required for visits to PI laboratories outside the vivarium unless animals are present. In this case, visitors must be accompanied by the host. Nevertheless, due to the potential negative impact of visitors on animal and visitor health, it is recommended that the host consult with the laboratory manager or appropriate department head before allowing access to laboratories where animals may be temporarily housed.
- Access to a procedure room within a vivarium by anyone who does not have approval for the use of the room in an IACUC-approved protocol must first obtain approval by submitting, in writing, a request for access to the IACUC Chair or the IO with full justification for the reason for the request. Exceptions to this policy include Facilities and Environmental Health and Safety personnel who must enter vivaria to perform their job responsibilities.
- Visitors may not handle animals unless they have been named on a relevant IACUC-approved protocol and are enrolled in Western University's (WesternU) Occupational Health and Safety Program.
- Visitors must be made aware of the possibility of exposure to lab animal allergens and pathogens that may be infectious to humans (zoonoses).
- Minors (under the age of 18) may not enter a vivarium unless they are part of an educational program and have been approved by the same mechanism as for all other visitors.
- The use by anyone of recording devices of any kind, including but not limited to film cameras, digital cameras, cell phone cameras, digital recorders and tape recorders, is not permitted within any animal facility or laboratory where animals are housed, tested or used or within any conveyance used to transport animals without the permission of the Institutional Animal Care and Use Committee (IACUC) (See IACUC Policy No. 2014-003).
- University officials, representatives of state or federal regulatory agencies, such as the United States Department of Agriculture (USDA) and the Office of Laboratory Animal Welfare (OLAW), and granting agencies and accreditation bodies whose responsibilities pertain to animal research must abide by these policies.
- Failure to follow this policy will result in the visitor being immediately escorted out of the vivarium and may result in the visitor being removed from WesternU property. Corrective action may also be taken against the WesternU employee who escorted the visitor into a vivarium, including, but not limited to, revocation of facility access.

## Definitions:

**Animal Facility:** any and all buildings, rooms, areas, enclosures or vehicles, including satellite facilities, used for animal confinement, transport, maintenance, breeding or experiments inclusive of surgical manipulation ([Public Health Service \(PHS\) Policy, Section III](#))

**Satellite Facility:** any containment outside of a core facility or centrally designated or managed area in which animals are housed for more than 24 hours ([PHS Policy](#))

**Study Area:** any building room, area, enclosure or other containment outside of a core facility or centrally designated or managed area in which animals are housed for more than 12 hours ([Animal Welfare Act](#))

**Related Policies:** IACUC Policy No. 2014-040, Occupational Health and Safety Policy for Visitors; IACUC Policy No. 2014-003, Recording Devices