

Animal Program Policy

Title: **Visitors to the Animal Facility**
Date Created: 07/19/2011
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Purpose: In order to protect the health of the animals, personnel and research endeavors, visiting ADA Forsyth's Animal Facility is discouraged for anyone other than fully onboarded and authorized personnel. A visitor is defined as any individual without key card access to the facility: *this includes ADA Forsyth personnel*. However, there are instances in which such visitors are unavoidable, such as repairs, inspections, and occasionally for research purposes.

- I. Visitors who must enter the facility for maintenance, audit, or similar purposes must coordinate with and be accompanied by the Director of Animal Care, Director of Facilities, or similarly authorized AFI personnel. The Director of Animal Care must be made aware and approve of any visits by this type of visitor in advance.
- II. Visitors to AFI's Animal Facility for research purposes include some interns, rotation students, collaborators, or other individuals who would otherwise not be onboarded as regular personnel to work with animals due to a short tenure or other circumstances. These visitors must follow the procedures below:
 - A. OBSERVING / SHADOWING ONLY:
 - The PI must complete and submit a [Visitor Request Form](#) prior to the visit. The form must include a justification for the visit(s) and the approximate number of visits, **not to exceed those necessary to fulfill the purpose**. The approved form will be filed with the protocol.
 - The individual must contact ADA Forsyth's Director of Occupational Health and Safety (DOHS) to complete a brief, confidential occupational health screening. Although the individual will not work with animals, their presence in the environment exposes them to potential health risks which must be assessed prior to entry.
 - B. WORKING WITH ANIMALS AND/OR CONTROLLED SUBSTANCES
 - The [Visitor Request Form](#) is required for visitors who will perform hands-on work in the facility. The approved form will be filed with the protocol. Non-AFI personnel may submit documentation to AFI's IACUC office (IACUC@forsyth.org) from their home-institution's IACUC indicating they have completed training and have authorization to work with animals at their home institution. These individuals must provide contact information for their home institution's IACUC so that AFI's IACUC Coordinator can verify that their credentials are up to date. AFI's IACUC may require any of the following training and/or screening steps to be satisfied before approving visitors who work with animals:
 - o In-vivarium training
 - o CITI online training
 - o Massachusetts Criminal Offender Record Information (CORI) screening
 - o Occupational health screening

- SHORT TERM VISITORS (generally 1-3 days) must be accompanied by an AFI staff member at all times. An example of this type of visitor is someone coming to demonstrate a technique.
- LONG TERM VISITORS may work alone in the animal facility if necessary. Once approved to work in the animal facility, the host must arrange for an AFI staff member to let the individual into the building and the animal facility at each visit, as they will not be issued a badge. An example of this type of visitor is someone from another institution collaborating on a project involving animals.

Guidelines for All Visitors

Upon arrival, visitors must register with the Director of Animal Care or Animal Facility Manager before entering the facility each time they visit. The Director will determine the reason for the visit, check the ID of the visitor, and maintain a log of the visits. Each visitor will be issued a visitor pass, which must be displayed prominently. At the end of the visit, the pass must be returned to the Director, who will log the visitor out. In general, visitors will not be allowed during hours when the Director is not present, although occasional exceptions can be made. Visitors are never to be in the animal facility unaccompanied by the PI or other authorized lab member, except those approved for long-term, hands-on work in the facility.

All visitors must wear the required personal protective equipment: disposable lab coat, gloves, booties and face mask. Gloves are optional for visitors who are only observing. Visitors must be notified by the host that they are entering an environment with high levels of animal dander, and that allergic responses in susceptible persons can be expected.

Visitors must not have been in another research animal facility within the prior 48 hours.

Animal facility staff and workers will be instructed to challenge any unfamiliar person seen in the facility without a visitor pass displayed, and unauthorized persons will be escorted to the security desk on the main floor.

Individuals under the age of 18, participants in the Forsyth Student Scholars program, or anyone under the age of 18 regardless of participation in an AFI-sponsored program will not be permitted to enter the animal facility under any circumstances.