

## UNIVERSITY ANIMAL FACILITIES POLICY AND PROCEDURE STATEMENT

### University Animal Facilities Security and Restricted Access

**Policy:** Access to secure areas of the University Animal Facilities (UAF) is restricted to individuals listed as personnel on an IACUC-approved, active animal use protocol only. Exceptions to this policy may be granted on a case-by-case basis with prior notification and approval by the UAF Director **and** the IACUC Chair. In the case of such an exception, individuals entering secure areas who are not listed on an active animal care and use protocol must be accompanied by the principal investigator (PI) on an IACUC-approved active protocol **and** either the UAF Director, a member of the UAF Animal Care Staff, the IACUC Chair, or the Research Compliance Officer.  
**NO DEVIATIONS FROM THIS POLICY WILL BE PERMITTED.**

**Procedure:**

Personnel requiring routine access to secure areas of the UAF must first be added to an IACUC-approved animal use protocol. The complete procedure for personnel to acquire routine access to secure areas of the UAF is as follows:

- 1) **Tetanus Immunization.** All individuals must provide proof of a current tetanus immunization at the time access codes to the UAF security system are issued. **No one will be issued secure access without proof of a current tetanus vaccination.** You will be required to receive a new tetanus vaccination, at University expense, if you cannot provide proof of a tetanus immunization within the previous five years.
- 2) **Individuals must complete animal user training.** To be added to an active protocol, individuals must first complete the on-line animal user training appropriate to the animal-related work they will perform. These requirements are as follows:  
BGSU's Animal User Training Session I must be successfully completed by all researchers;  
BGSU's Animal User Training Session II must be successfully completed by all researchers performing more than behavioral observations in naturalistic settings;  
BGSU's Animal User Training Session III must be successfully completed by all researchers who will be performing surgery;  
Individuals who will be performing euthanasia must also complete euthanasia training with Dr. David Clark, the Attending Veterinarian or Dr. Matthew Cannon, the UAF Director.  
Information on completion of training sessions is available at <http://www.bgsu.edu/offices/orc/iacuc/page45036.html>.
- 3) **The PI on the protocol must complete and sign a BGSU Animal Research and Teaching Protocol Personnel Addition Request.** The Personnel Addition Request can be found at <http://www.bgsu.edu/downloads/gradcol/file44963.doc>. The PI must provide the name, phone number and email address of each individual to be added to the active

protocol, and must identify the procedures each individual will perform. The PI must sign the completed Personnel Addition Request form and deliver the signed form to the Institutional Animal Care and Use Committee Chairperson (currently Dr. Lee Meserve, Dept. of Biological Sciences). See Personnel Addition Form FAQs at the above link for information about completing the Personnel Addition form.

- 4) **Approval by the IACUC Chair.** The IACUC Chairperson signs the completed Personnel Addition Request previously completed by the PI, and forwards the completed signed form to the Office of Research Compliance for verification and processing.
- 5) **Verification of training.** Following receipt of the completed, signed Personnel Addition Request, the Office of Research Compliance will verify completion of training by all individuals to be added to the protocol. If training has not been completed, addition of the individual to the desired protocol will be delayed until appropriate training is completed. Individuals **must** complete the appropriate training **prior** to addition to an IACUC-approved protocol.
- 6) **Addition of personnel to an active protocol.** Following verification of training, the Research Compliance Officer adds the name(s) of the requested individual(s) to the database record for the active protocol.
- 7) **Notification.** The Office of Research Compliance will notify the PI via email after the requested individuals have been added to the desired animal use protocol.
- 8) **Contact University Animal Facilities to setup access.** After the PI has been notified of addition of personnel to an animal use protocol, the PI must contact the UAF Director or UAF Animal Care staff to schedule a time to set up access for newly-added personnel. At this time the PI should also indicate the type of access to be granted (e.g. business hours only, daylight hours only, 24-hour access, etc). PI's can contact the UAF via phone at (419) 372-8753 or (419) 372-3240, or via email to [UAF@bgsu.edu](mailto:UAF@bgsu.edu) .

It is very helpful if the PI can accompany new personnel, especially students, to the UAF at the time secure access is granted.

Establishing secure access takes approximately 15 minutes, during which time the individual must complete the University Animal Facilities Personnel Access form, provide proof of a current tetanus vaccination, and select a personal security code specific to the individual, which will be stored in the security system.

Once secure access has been granted, the individual's identity and access status will remain in the security system until that individual is removed from an active protocol, is no longer employed by BGSU, or (in the case of students) until the student is no longer enrolled at BGSU.

Removal of any individual from an active animal care and use protocol, either at the request of the PI or as a result of actions taken by the IACUC, will also result in removal from the security system. See the Personnel Addition Form FAQs for information about removing individuals from an active animal care and use protocol.

Contact the Director of University Animal Facilities at (419) 372-8753 or via email at [UAF@bgsu.edu](mailto:UAF@bgsu.edu) with questions or for further information.