

UNIVERSITY OF COLORADO DENVER (UC DENVER)

Subject: Vivarium Visitors

Source: Institutional Animal Care and Use Committee (IACUC) and Office of Laboratory Animal Resources (OLAR)
Effective Date: 8/1/2010
Replaces:
Applies to: All individuals without badge access to a Vivarium on the University of Colorado Denver campuses.



Introduction

The Institutional Animal Care and Use Committee (IACUC) maintains oversight review for federally mandated rules and regulations with regard to animal research, ethics, misconduct and biomedical research for the University of Colorado Denver (UC Denver). Office of Laboratory Animal Resources (OLAR) is responsible for the health and well-being of the animals used in research at all University of Colorado Denver vivarium.

Policy Statement

To ensure that the research enterprise at University of Colorado Denver is protected, the exposure of animals to adventitious pathogens is minimized, all IACUC and OLAR policies and procedures are followed and everyone is informed of the risks involved when entering an animal facility, visitors to animal facilities are prohibited, unless prior written approval by the Director of OLAR or their designee is given. In the case of a satellite facility, the Director of the Satellite facility is given this authority. Approvals will be given for educational purposes. The visitor is escorted at all times by an individual with badge access (as defined in this policy) to the vivarium or satellite facility they are entering.

Procedures

- All individuals that do not have access to the vivarium/satellite that they are trying to enter are considered visitors to the facility, including UC Denver employees.
- All visitors must be approved in writing, at least 2 business days in advance, by the Director of OLAR or their designee. In the case of satellite facilities, the Director of the Satellite Facility must approve all visitors.
- All Visitors must be escorted at all times by a UC Denver employee with access to the vivarium/satellite that they are entering. The UC Denver employee will be deemed by UC Denver to be responsible for the visitor's actions.
- Visitors must sign the Visitor Release Sign-In Form located in the administration office or entrance to the satellite prior to entering the vivarium/satellite and receive a visitor badge each day they will be entering.
- Visitors must wear the visitor badge during the entire time that they are in the vivarium/satellite and return it prior to leaving.
- All visitors must understand that there are inherent risks to entering an animal facility including animal bites, scratches, allergic responses, and risk of injury from equipment.
- All visitors must understand that the possibility exists of exposure to pathogens which are infectious to humans (zoonoses exposure). It is recommended that visitors are healthy prior to entry, including no signs of upper respiratory tract infections, influenza, or step. Visitors should be enrolled in an occupational health program at their originating institution.
 - Visitors to the Perinatal Research Facility (PRF) are required to have a current respirator fit test or wear a PAPR while in the restricted areas of the facility.
- Visitors are not permitted to handle animals unless they have been named on all pertinent UC Denver IACUC-approved protocols and they have read and understood those protocols. Visitors that will handle animals must also have an approved, current Personal Qualifications Description on file in the IACUC for all procedures that they will perform on these protocols.

- Visitors are not permitted to photograph, video or audio tape in the vivarium without prior written approval of the Director of OLAR, or their designee. In the case of satellite facilities, the Director of the Satellite Facility will grant the approval.
- Minors (under the age of 18) are only permitted to enter if they are part of an approved UC Denver educational program and have submitted all required documentation.
 - Minors are prohibited from entering the PRF facility at any time.
- Visitors are only permitted if they are entering for educational reasons.
- Failure to follow this policy will result in the visitor being immediately escorted out of the OLAR vivarium or satellite facility and may result in the visitor being removed from UC Denver property. Corrective action may also be taken regarding the UC Denver employee who escorted the visitor into the OLAR vivarium or satellite facility, including revocation of facility access. The Director of OLAR, or in the case of the satellite facility, the Director of the satellite facility, has the authority to make the short term decision on revoking access to the vivarium for the UC Denver employee violating this policy. Long term access decisions will be made through the IACUC. Human resources and the individual's supervisor will be involved in any disciplinary action of the employee.