

Version: 1.2 Effective Date: 9/21/2012	ADMISSION OF VISITORS TO ANIMAL FACILITIES	Supersedes Document Dated: 5/2011
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I. Background

Many people are interested in how animals are housed and used in research and teaching and sometimes unique or uncommon species are sometimes obtained for these purposes. However zoonotic diseases are a very real concern as is the integrity of the data from ongoing research studies.

II. Policy

Access to animal facilities at the University of California, Berkeley (UCB) is restricted to protect the health and safety of both personnel and research animals. Visitors must receive permission as described below before being granted access to a UCB animal facility.

III. Definitions

- A. Attending Veterinarian (AV) – The person legally designated as responsible for the health and well-being of vertebrate animals used at UCB for research and teaching.
- B. Principal Investigator (PI) – The individual with legal responsibility for a specific approved Animal Use Protocol (AUP).
- C. Host – The person who has made the invitation and arrangements (if applicable) to have visitors enter labs and/or facilities where animals are housed and/or procedures done. Undergraduate students and volunteers may not serve as hosts.
- D. Visitors – Individuals who are granted access to animal facilities by UCB. The term “visitor” does not include individuals who are either a) listed on an active animal care and use protocol; or b) granted access to animal facilities due to job responsibilities or regulatory requirements. More stringent visitor requirements may apply in specific areas.

IV. Applicability and Permission Procedures

- A. In general, PIs may take adult visitors to his/her own animal facility and lab space. In areas with unique entry requirements, such as nonhuman primate housing areas, biosafety facilities, or areas with other hazards (radiation producing machines, lasers, etc.), the PI must obtain permission from the AV and potentially other personnel (EH&S, other PIs, etc.) to bring visitors to the area.
- B. UCB Faculty, staff, post docs, and graduate students listed on an AUP and OLAC veterinarians may serve as hosts for immediate adult family members, guest scientists or professional colleagues.

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- C. Individuals under 18 years of age are not permitted to visit animal facilities unless they are registered UCB students. If they are registered UCB students, they may visit animal facilities either as:
 - 1. Approved personnel in an AUP; or,
 - 2. As enrollees in an Animal Care and Use Committee (ACUC)-approved class. In this case the course instructor or his/her designee serves as the host for the students

- V. Procedures
 - A. Hosts will accompany visits at all times and prohibit visitors from taking any photographs, audio-recording, or video unless previous permission is obtained from the AV and PI.
 - B. Visitors must comply with all animal facility policies and procedures during their visit such as use of Personal Protective Equipment (PPE), etc.
 - C. Visitors must be informed of any health risks associated with the visit. Specific requirements such as recent negative TB tests, etc. may be required to visit certain areas.
 - D. When students are required to enter animal facilities as part of a UCB class, the instructor is responsible for restricting their presence solely to the space designated for that work. The instructor must also ensure that all students are accompanied by a responsible party at all times.
 - E. Visitors should avoid speaking loudly while in or near animal rooms.

- VI. Related Policies and Guidelines
 - A. University of California, Berkeley Policy, Access to Laboratories Containing Hazards (effective September 7, 2004):
<http://campuspol.chance.berkeley.edu/policies/LabAccess.pdf>.
 - B. University of California Policy. Minors in Laboratories and Shops. (effective October 31, 2013):
<http://policy.ucop.edu/doc/3500602/MinorsLabsShops>