

<b>Version: 2.0</b> <b>Effective Date: 5/13/2024</b>	<b>ADMISSION OF VISITORS TO ANIMAL FACILITIES</b>	<b>Supersedes Document Dated: 5/2/2014</b>
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I. Background

UC Berkeley maintains the highest standards at its animal facility to protect the health of both animals and humans. While many people are interested in how animals are housed and used in research and teaching zoonotic diseases are a very real concern. Visits to the animal facilities are limited and strictly monitored to reduce the likelihood of contamination of the vivarium and to ensure the health and safety of all personnel and animals as well as the integrity of the data from ongoing research studies.

Visitors to animal facilities and/or labs are expected to converse in normal to subdued tones, adhere to instructions given by the PI and/or their host and must adhere to this and other applicable UCB and/or UC System policies (e.g., Media Recordings of Institutionally Owned Animals; Food and Beverage in Animal Facilities Policy).

II. Policy

Access to animal facilities at the University of California, Berkeley (UCB) is restricted to protect the health and safety of both personnel, research animals and research projects underway. All Visitors must receive permission as described below before being granted access to a UCB animal facility. Depending on the nature of the visit, ACUC may require Occupational Health Clinic clearance before access is granted.

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. Hosts must always accompany Visitors. Undergraduate students and volunteers may not serve as hosts.
- D. Visitors
  - 1. The term visitor does not include individuals who are granted access to animal facilities due to job responsibilities (e.g., UCB Facilities staff), accreditation site visitors (e.g., AAALAC) or regulatory requirements (e.g., USDA inspectors).

2. Visitors are UCB non-affiliated individuals who are granted access to animal facilities. Duration of stay and activities engaged in will determine if they must be added to a protocol and/or undergo a health risk evaluation by the Occupational Health Clinic or consult with their personal physician. More stringent visitor requirements may apply in specific areas.
3. Categories of visitors may include:
  - a. Veterinary student externs on a Lab Animal rotation observing and possibly assisting with animal restraint and/or procedures under OLAC Veterinary supervision.
  - b. Visiting scholars from other institutions who may be training UCB researchers or observing/learning from UCB faculty.
  - c. Casual adult visitors (e.g., family) taking a short or brief tour of a specific lab or facilities.
  - d. Minors' access to campus facilities including the vivarium are regulated by UC System policies as well as other UCB campus policies which faculty, staff and adult UCB students must be aware of and follow if seeking to gain access to animal facilities for a minor.
  - e. Media communication individuals or teams must have permission from the UCB Public Relations Office in addition to the AV, to be present on campus in animal facilities.
  - f. Personnel of start-up companies that have arranged and/or contracted to utilize UCB animal space and facilities (e.g., BAKAR Labs/BBH companies) must be listed on an ACUC approved Animal Use Protocol; have completed all steps and training to gain access to animal facilities and utilize animals in research; and, received a Health and Safety Handout as provided by UCB/BAKAR Lab management and acknowledged receipt before accessing animal facilities or labs.

#### IV. Applicability

- A. In general, this policy applies to anyone who is not listed as personnel on an Animal Use Protocol (AUP) or described under III. D. 1 or III. D. 3. f. (above).
- B. PIs may accompany casual short-term or transient adult visitors to their own lab space. Short-term is defined as less than three (3) consecutive days of visiting. 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.

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- C. UCB Faculty, staff, post docs, and graduate students listed on an AUP and OLAC veterinarians may serve as hosts for short-term visiting immediate adult family members, guest scientists or professional colleagues.
  - D. Individuals under 18 years of age (minors) 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 on 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
  - E. Individuals visiting the animal facilities and/or engaged in activities where they are exposed to animals for periods of greater than 3 (three) consecutive days must complete and sign a Visitor Occupational Health Form and wait for clearance from the Occupational Health Clinic.
- V. Permission Procedures
- A. PIs and/or hosts must always ask permission of the AV (or their designee) before bringing visitors into UCB animal facilities to ensure that there is not a current animal health issue and that OLAC staff are informed of the presences of visitors.
  - B. Hosts must always accompany visitors and must prohibit visitors from taking any recordings (e.g., photographs, audio-recording, or video) unless previous permission is obtained from the AV and PI, and/or Public Relations Office as appropriate to the intended use of such recordings.
  - C. Visitors must comply with all animal facility policies and procedures during their visit such as the use of appropriate Personal Protective Equipment (PPE).
  - D. All Visitors must be provided information by their host of any health risks associated with the visit. UHS Occupational Health Clinic in conjunction with ACUC has developed a general Visitor Health information sheet and form. However, specific requirements such as recent negative TB tests, etc. are required to visit certain areas. The current ACUC-UHS Animal Occupational Health Visitor Form, must be given to all visitors, however only visitors who will be in UCB's animal facilities/labs for more than 3 *consecutive days or if they are entering NHP or bat areas for any length of time* **must** complete and sign the form; **and** have it reviewed and approved by the Occupational Health Clinic physician prior to entering the animal facilities. See the form for specific instructions. The current form can be obtained from OACU.
  - E. When students enter animal facilities as part of a UCB class, the instructor is responsible for restricting their presence solely to the space designated

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for that work and informing the students about any potential health issues (see [ACUC Student Health Handout](#)). The instructor must also ensure that all students are always accompanied by a responsible party.

### VI. Related Policies and Guidelines

- A. University of California, Berkeley Policy, Access to Laboratories Containing Hazards (Revised May 29, 2015):  
<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>