University at Albany
STANDARD OPERATING PROCEDURE
Access and Entry into the Laboratory Animal Care Facilities Uptown and East Campuses

1.0 PURPOSE

This standard operating procedure describes how to obtain access to the Uptown and East Campus facilities.

2.0 RESPONSIBILITY

The Director or the Director’s designee is responsible for authorizing entrance into the animal facilities. All Division staff, research staff, and support staff are responsible for following these guidelines when entering the facility.

3.0 DEFINITIONS

3.1 Swipe card – Mandatory identification card issued to all University at Albany students and employees.

3.2 Vivarium - Facility for keeping, housing, and raising living animals under natural conditions for observation or research.

3.3 Animal Care Facility- Responsible for the supply and husbandry of laboratory animals used by the entity’s various research programs.

3.4 Director – Heads animal care and use program

3.5 Facility Manager – Oversees the daily operations of the Uptown and East Campus facilities, supervises animal care staff, and assists in developing and enforcing Standard Operating Procedures (SOPs) and animal care and use program.

3.6 Institutional Animal Care and Use Committee (IACUC) - In accordance with federal law, institutions that use laboratory animals for research or instructional purposes must establish an IACUC to oversee and evaluate all aspects of the institution's animal care and use program.
4.0 PROCEDURE

4.1 The animal facilities may only be entered by the use of a swipe card which is obtained according to University policy. Activation of a swipe card for access to the Uptown and East campus facilities will only be granted after all training and orientation have been successfully completed and personnel have been added to an approved animal use protocol.

4.2 If a swipe card with animal facility access is used by anyone other than the person indicated on the card, access to the facilities will be revoked until further notice. In addition unauthorized personnel (without security approval) will be escorted out of the facility.

4.3 Personnel must receive permission from the facility manager or the Director to gain access to the animal facilities.

4.4 All supplies and materials must enter the facility through the main double doors. All items, including but not limited to, instruments, equipment, and packages should be properly disinfected before entering the facility by the use of the animal facility approved disinfectant that is located outside the main entry (East Campus pass-through) to the facility. Researchers may wheel carts into the facility only after the carts have been sprayed with the approved animal facility disinfectant.

4.5 Animals removed from the animal facilities may not (re)enter except via quarantine and must receive prior approval from the Veterinarian and IACUC.

4.6 Personnel and visitors that have been in other laboratory animal care facilities must wait a mandatory 24 hours before entering the Uptown or East Campus Facilities.

4.7 All visitors (potential research students or staff, vendors, and anyone without authorized access) must have prior approval by the Director. Date and time of visits must be specified and communicated to the Director.

4.8 No one under the age of 18 is allowed in the animal facilities. Any deviation from this procedure must receive prior approval from the Director.

4.9 The LAR has a Household Pet Policy that is enforced by the Office of Research Compliance. All Research and Animal Care staff must read and sign this policy before working in the animal facilities.
5.0 SAFETY CONSIDERATIONS

Entrance doors should never be propped open and unknown people should never be allowed into the animal facility. Unknown persons pose a danger to personnel and may disrupt on-going research.