



## *Institutional Animal Care and Use Committee Guidelines and Policies*

*May 21, 2008*

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### **POLICY ON KEY CARD ACCESS FOR ANIMAL AREAS**

The Biological Resource Facility is a secure facility that is NOT open to the public or to unauthorized personnel. Reasons for security include our mandated responsibility to protect valuable research animals funded by federal grants as well as our responsibility to protect untrained individuals from allergens and biohazards that may be present in the research animal environment.

1. Key card access is controlled and monitored by Security.
2. In order to activate one's university ID card with access privileges to the BRF, an application form must be filed with the IACUC/BRF coordinator who will:
  - Verify that the individual requesting access is listed on an approved animal protocol or has job-related duties requiring regular access to the BRF.
  - Verify that the individual requesting access has been enrolled in the Occupational Health and Safety Program for Animal Workers and completed the appropriate training.
  - Notify Security to activate access for that individual's RFUMS ID card.

*Note that Security will NOT grant access without approval from the IACUC/BRF office!*

3. When an individual leaves a PI's laboratory or will no longer be involved in a particular animal protocol, the PI should notify the IACUC/BRF office so that the Coordinator can direct Security to de-activate the person's key card access.
4. Anyone whose protocol approval has expired or been suspended will have their key card access to the BRF inactivated.
5. Keep your ID card secure and do not loan out your ID card to anyone else for entrance to the BRF. This could result in suspension of your access to the BRF.