

POLICY ON ADMISSION OF VISITORS TO ANIMAL FACILITIES

All University animal facilities are open to visitation at any time by the Director, Office of Laboratory Animal Care (OLAC) and his/her staff, members of the campus Animal Care and Use Committee (ACUC), and representatives of inspecting and/or accrediting agencies such as the U.S. Department of Agriculture, the Association for Assessment and Accreditation of Laboratory Animal Care, International, the National Institutes of Health, and other agencies as required by law.

Access to animal facilities by other visitors is restricted and monitored to protect the health and safety of both visitors and research animals and to avoid disrupting research activities. In addition, the use of research animals is a sensitive issue for both the university and the public. This policy is designed to ensure that an authorized spokesperson is present whenever members of the media or public enter campus animal facilities. The following general rules and conditions apply to visits by large groups, minors, media, and members of the general public. Additional special instructions or requirements may be necessary for particular animal facilities.

1. Visits will be carried out only with the approval of the Director of OLAC and the permission of the Principal Investigator (PI) whose animal colony is to be visited. The PI and/or his/her designated representative will accompany the visitors. Visitors will also be accompanied at all times by the Director, OLAC and/or her designated representative.
2. Requests to visit animal facilities must be presented in advance (two weeks in advance for large groups) to OLAC (642-9232). An access agreement form may be required at the discretion of the Director of OLAC, or the PI.
3. The number of visitors in a group will be determined by the PI and the Director of OLAC.
4. During visits, every effort must be made to avoid disturbing laboratory animals and settings. To avoid personal injury, visitors must refrain from unauthorized contact with animals.
5. All special instructions, such as directional signs or posted hazard warnings within campus animal facilities, must be followed.
6. Special requirements, such as the use of protective clothing or documentation of a recent negative TB test, must be met in order to visit certain animal facilities.
7. Use of cameras or sound recording devices is not permitted in any animal facility unless approval is obtained from the Director of OLAC and the PI of the animal colony prior to the visit.
8. Persons receiving permission to visit animal facilities agree to observe all rules and conditions established for the visit. Permission to visit campus animal facilities may be revoked at any time by the Director of OLAC, a representative of the campus administration, or the PI whose animal colony is being visited.

UNIVERSITY OF CALIFORNIA, BERKELEY
ANIMAL FACILITY VISIT REQUEST

Date of Request _____

Requester's Name _____ Phone number(s) _____

Address _____

Organizational Affiliation _____

Purpose of Request _____

Facilities to be visited _____

Requested date (Please supply 3 alternatives) _____

Requested times (Specify whether morning or afternoon preferred) _____

I hereby certify that the above information is correct. If I am given permission to visit the University of California at Berkeley's animal facilities, I agree to abide by all rules and conditions indicated on the sheets attached to this application. In addition, I agree to abide by any special instructions or requirements established for specific facilities I will be visiting.

Signature

Permit for visit is: ___ Approved ___ Disapproved

Reason for disapproval: _____

Approved for: Date _____ Time _____ Meeting Location _____

Specific requirements or restrictions are: _____

Authorized Official: _____

Signature

Date