

University of Tennessee at Chattanooga Institutional Animal Care and Use Committee Standard Operating Procedures		
Effective Date: 01/17/2020 Revised Date:	TITLE: IACUC SOP #3: IACUC Animal Care Facility Access	Page 1 of 3

A PURPOSE

To describe the access procedures for the Animal Care Facilities located in Holt Hall Rms 313-317G.

B COVERED PARTIES

This policy covers all parties who require access to the Animal Care Facilities and associated rooms located in Holt Hall including the IACUC, Investigators, Students and Visitors.

Investigators who utilize animal facilities outside of Holt Hal Rms 313-317G must document biosafety/biosecurity plan in an approved Animal Use Protocol.

C POLICY

Access to the Animal Care Facilities will be strictly limited to those persons with granted key-card permissions and their escorted visitors. Principle Investigators and associated students will be granted access upon the approval of an IACUC protocol where they are listed personnel. Other persons wishing to obtain key-card access must request permission from the IACUC directly, complete the appropriate training, and be granted approval by committee vote. Failure to adhere to this policy can result in removal of access to the animal facility and may jeopardize the associated IACUC protocols.

1. IACUC and ORI

- a. The IACUC Chair and Vice-Chair, Attending Veterinarian, Alternate Veterinarian, IACUC Safety Officer, and the Director of the Office of Research Integrity shall have granted key-card access to the Animal Care Facilities at all times in order to ensure the safety of animals and facility users.
- b. At a minimum, the IACUC will conduct Semi-annual Facility Inspections. Other inspections will be conducted as necessary.

2. Investigators

- a. Investigators must be listed on an active IACUC protocol. Facility access will be removed following termination of the protocol or removal of investigator from an active protocol.
- b. Investigators will have granted key-card access permissions to the main facility entrance, the cage wash room, animal facilities room, and their assigned animal room only.
- c. Non-UTC faculty investigators will be required to obtain a UTC visitor ID to obtain key-card access permissions.

3. Students

- a. Students must be listed on an active IACUC protocol. Facility access will be removed following termination of the protocol or removal of the student from an active protocol.

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- b. Students will have granted key-card access permissions to the main facility entrance, the cage wash room, and their assigned animal room only.
- c. Students may not bring visitors into the facility without specific Investigator approval in writing.

4. Visitors

- a. Visitors may access the facilities when escorted by the IACUC, an investigator, or a student with approval as stated above.
- b. Visitors may not remain in the facilities unescorted.
- c. Visitors are responsible for abiding by all posted placards and the instructions of their escort.
- d. Visitors that participate or access a room more than once or twice in a semester should be considered for addition to the appropriate IACUC protocol.

Training

Appropriate animal care training must be completed before key-card access permission is approved. At a minimum, persons must complete the Collaborative Institutional Training Initiative (CITI) online course *Working with the IACUC*.

Visitors do not need to complete training when escorted by the IACUC, an investigator, or a student with approval as stated above.

All persons accessing the facility are responsible for following all IACUC policies, SOPs, and posted placards in the facility.

Building and Facility Access During School Holidays and Afterhours

The Principle Investigator is responsible for contacting the IACUC and the appropriate people in Facilities to ensure access to Holt Hall and the Animal Care Facilities during afterhours, holidays, and between semesters.

D CONTACT

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423.425.4357

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400 Palmetto Street
Chattanooga, TN 37403
423.425.4521

E LINKS

<http://www.utc.edu/research-integrity/institutional-animal-care-use-committee/>
<http://www.utc.edu/research-integrity/pdfs/iacuc-bylaws.pdf>
<https://grants.nih.gov/grants/olaw/Guide-for-the-Care-and-Use-of-Laboratory-Animals.pdf>
https://www.aphis.usda.gov/animal_welfare/downloads/AC_BlueBook_AWA_FINAL_2017_508comp.pdf
<https://www.utc.edu/facilities-planning-management/index.php>
<https://www.utc.edu/police/index.php>