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Title: Animal Facility Security and Access Control

I.   Purpose:

To establish campus wide standards for facility security and access control.

II.   Policy:

Only those persons assigned to an IACUC Protocol or Staff Roster will be allowed unescorted access into an animal facility. Key/Access control will be established and maintained by a designated person for the facility or on the department level. Animal facilities will be locked when animals are present, the only exception is for brief periods when personnel are present and unlocked or open doors are needed to facilitate tasks being performed. Key card access systems are the standard recommended access control system for the outer doors to a facility and main hallways. Controlled master key sets and changeable key code entry systems are also acceptable but not preferred. Common or old master keys systems should be updated to ensure access is only by personnel working with animals. Barns, pastures and other agricultural or field settings may not have locks or be lockable and can be excluded from the access token portion of the policy but due diligence still applies.

Procedure:

Definitions:

Animal Facility is an IACUC designated place where animals are housed or used under an approved IACUC protocol.

Unescorted Access is the privilege of entering an animal housing or procedure facility without assigned animal care or veterinary staff or compliance personnel present as an escort.

Escorted Access is the privilege of entering an animal facility while in the care of a trained and qualified individual with unescorted access privileges.

Levels of access:
Unescorted Access (issuance of keys or activation of key cards or other electronic tokens) is only granted to those currently assigned to an animal use and care protocol currently being conducted in an animal facility or to those on a staff roster that indicates

they work, provide care or oversight in the facility. Examples of the latter include the Campus Veterinary Services Staff Roster, The IACUC Staff Roster, and Facility Specific Staff Rosters such as TRACS or CMGI etc. This will also include contracted companies or individuals that provide services such as equipment installation, repair or routine servicing. These personnel will be up to date for any medical related screening required for entry into the facility, for example TB testing forNHP facilities.

Escorted Access is granted to those needing infrequent or ancillary access to animal quarters, those not assigned to care for the animals in the facility, and those not assigned to a protocol or those that have not completed the facility training to safely access an animal area. Visitors, volunteers, and non-animal care workers can fall into this category as do researchers observing procedures or newly assigned to an animal care area. Facility maintenance personal are asked to obtain an escort from animal facility personnel prior to entering an area where animals are housed. This does not in any way preclude emergency responses in animal facilities. Facility managers should have a training session with assigned maintenance personnel whenever possible before an emergent situation presents itself.

No Access is assigned to those not meeting the minimum requirements to enter a facility or for noncompliance with laws, regulations, policies and guidelines. The following are examples of situations where no access will be granted and the person is excluded from entering an animal facility: Those not having a current TB test will have no access to NHP facilities; those failing to abide by PPE policies may have a status of no access assigned to them. The no access status may be assigned by IACUC, Facility Managers or Veterinary Managers or other security officials as is appropriate to protect the security and integrity of the animals under our care. A report will be made and copied to the IACUC Staff, The Facility Manager/Supervisor and Attending Veterinarian or designee when access is revoked for cause.

Key and Key Card Issuance:
Unescorted access status is required for key card and or animal facility key issuance. Current assignment to an animal care protocol or staff roster is required. *Reminder: Assignment to a protocol or staff roster requires ACU 101 completion and current enrollment in the Occupational Health Program, and adequate training as assessed by the PI/IACUC/Facility Manager.* A background check should be on record before keys/key cards granting access to an animal facility are issued. Facility Specific Training/Orientation given by an animal facility manager, staff member or veterinary staff member is also strongly recommended and may be required by individual facilities.

Key and Key Card Management:
It is recommended that a log will be maintained in an electronic database or key card access program or hard copy check out system. The minimum standard is that a checkout and check in process is maintained and personnel are verified to be authorized animal users before issuance of keys or activation of key cards. Annually or more frequently in areas with a high turnover rate, keys, key cards or other access tokens will be inventoried and access lists reviewed by assigned security key/access control personnel, usually the facility manager or other person reviewing requests. Protocol or staff roster assignment will be checked against current IACUC records. During this

review those persons no longer with the University or no longer performing animal work in a facility will have their access cards turned off and/or be contacted to return keys. PI's/Departments are responsible for the keys/cards issued to their assigned personnel. If rekeying becomes necessary the cost may be shared with the responsible PI/Department.

Due Diligence:
All personnel should be aware of their surroundings and the people working in their vivarium areas. Unfamiliar people not displaying identification should be asked to display their identification or explain their affiliation or reported to the facility manager or police if the person observing an unfamiliar person feels them to be suspicious or potentially a threat (do not challenge people if you feel it is unsafe to do so, call the police). Persons entering a facility should not allow others to piggy back into an animal housing area or other secure area. (Piggy backing is letting someone in who has not swiped their card or displayed appropriate credentials authorizing them access to the area). Sharing of access cards or allowing an unauthorized person touse your credentials is prohibited. All personnel are responsible for locking doors they unlock, closing gates they open and ensuring the facility is secure when they leave.

Visitors:
Visitors to any animal facility must be cleared by the vivarium staff/vet staff and or IACUC staff. Examples of allowed visitors would be regulatory officials, other animal care workers not normally assigned to that animal facility, facilities maintenance staff, other UC Davis staff having a work related need to be in the area. Unauthorized visitors would be those not cleared by the facility manager and/or IACUC, non UC Davis-affiliated persons, that have not had the benefit of training and health screening should not be brought into animal facilities, examples of these would be a spouse, partner, child, friend, or volunteer not officially working for UC Davis, or not enrolled as a student in an animal related activity. Visiting researchers, volunteers and recruit prospects need to be cleared through the facility manager before they are brought into the animal facility. If they will handle animals, they must fulfill all of the requirements for access and animal contact.