



ACUP ID number: <i>GP-16</i>		
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Distribution	All	

GP – 16: Animal Facility Access

Purpose: To describe vivaria access requirements for Johns Hopkins University employees and visitors.

Responsibilities:

- **Research Staff:** follow policies outlined below
- **Visitors:** follow policies outlined below
- **Escorts:** Personnel responsible for guiding a visitor and assuring the visitor follows the facility access procedures.
- **Husbandry Staff:** follow policies outlined below; report to supervisor if any violations of this policy are noted
- **Facility Supervisor:** reports access requests and deviations of this policy to the Director of Laboratory Animal Management; provides facility access training to research staff; signs access request forms once facility training is completed; may also serve as the Director's designee to approve visitor access
- **Director, Laboratory Animal Management:** Approves visitor access; will review all deviations in this process and implement corrective action or SOP revision accordingly
- **ACUC Office:** escorts visitors as deemed necessary

References/Associated Documents:

- ACUC Guidelines for Visitors Entering Johns Hopkins University Vivaria (<https://animalcare.jhu.edu/>)
- JHU Vivarium Access Log (found in I:\VISITOR LOGS AND WAIVERS\BLANK FORMS)
- HSE025 – Access to Restricted Areas (<https://hpo.johnshopkins.edu/hse/?event=section§ionid=5A0E4841DECF6E769D2E70582999EA5A>)
- GP-14 Photography
- Acknowledgement of Voluntary Escorted Laboratory Access, Training, and Ability to Wear Assigned Personal Protective Equipment – Animal Facilities (found in I:\VISITOR LOGS AND WAIVERS\BLANK FORMS)
- Animal Area Visitors Waiver and Release Form (found in I:\VISITOR LOGS AND WAIVERS\BLANK FORMS)

Procedures:

All personnel entering the vivarium:

- Must adhere to HSE025 – Access to Restricted Areas.
- Must have a JHU issued ID badge to be granted card key access.
- Shall not engage in “piggybacking” – individuals are not permitted to enter facility behind an authorized user without scanning their own ID card, unless the individuals are approved visitors being escorted by authorized users.
- Are not permitted into the facility if they have been in non-JHU vivaria within 24 hours, unless approved by the Attending Veterinarian or their designee.
- Visitors (as defined in the Guidelines for Visitors Entering Johns Hopkins University Vivaria) must sign in at designated locations/offices and obtain access approval by a Faculty Veterinarian, the Director/Managers of Laboratory Animal Management, or the ACUC Office.
- Essential staff such as those from JHU Facilities, Information Technology (IT), Housekeeping, and Health, Safety and Environment (HSE) departments may be granted badge access to perform maintenance, inspections, and/or respond to emergencies.

Research Staff:

- Must be added as approved personnel to the ACUC protocol and complete all necessary ACUC training courses.
- If requesting access to small animal facilities, they must complete the Working in the Rodent Vivarium course found on MyLearning.
- Complete the eSirius Cage Cards and Barcoding Census and eSirius Inventory and Billing online courses.
- Complete the appropriate Facility Access Forms for the facility where their animals are/will be housed.
- Once the above requirements have been met, they may request in-person facility access training online via the link: <https://researchanimalresources.jhu.edu/facilities-information/obtaining-facility-access-2/>
- Once facility access training is complete, the facility supervisor will sign the requestor’s facility access form (or other applicable mechanism) so that card key access may be granted.

Visitors:

- All visits must be approved (see section “Escorts of Visitors” below), and visitors are to be escorted by trained authorized personnel approved by the Faculty Veterinarian, the Director/Managers of Laboratory Animal Management, or the ACUC Office.
- Prior to entering JHU vivaria, visitors must sign and complete the Vivarium Access Log for the facility of access and must also consent to and sign the “Acknowledgement of Voluntary Escorted Laboratory Access, Training, and Ability to Wear Assigned Personal Protective Equipment – Animal Facilities” and the “Animal Area Visitors Waiver and Release Form.”
 - NOTE: *The Waiver and Release form [Waiver] does not apply to representatives of agencies/organizations (e.g., AAALAC, USDA, CDC, OLAW, etc.) who are inspecting/investigating JH property to perform a duty. Visitors operating in an evaluative capacity behalf of an agency are*

only required to review and sign the “Acknowledgement of Training” form.

- All persons entering the Vivarium must follow the instructions of their escort. Unescorted visits are prohibited. Visitors are NOT permitted to touch, handle, or manipulate research animals without explicit approval.
- Visitors must abide by GP-14 Photography. No photography is allowed within JHU vivaria without approval, as outlined in GP-14.

Escorts of Visitors:

- Prior to escorting visitors, escorts must receive access approval for visitors from a Faculty Veterinarian, the Director/Managers of Laboratory Animal Management, or the ACUC Office.
- Entry approvals will be granted only for valid reasons following consultation with relevant staff and PIs to ensure the safety and welfare of vivarium animals.
- Escorts must ensure that visitors sign the Vivarium Access Log and the Acknowledgement and Waiver forms.
- Escorts must ensure visitor adherence to all Personal Protective Equipment signage, vivaria traffic patterns, and facility SOPs and instructions. Training will be provided as necessary. Escorts will ensure that visitors do not touch, handle, or manipulate animals.
- The number of visitors per visit may be restricted.
- Visitor access to certain animal areas may also be restricted, unless deemed necessary by the Faculty Veterinarian, the Director/Managers of Laboratory Animal Management, or the ACUC Office. Areas restricted to visitors without explicit approval include:
 - Biocontainment areas (ex. ABSL-2, ABSL-3) and areas with active radiation or chemical hazards
 - If visitor access to these areas is deemed necessary, escorts must also receive access approval by HSE, in accordance with HSE025 – Access to Restricted Areas.
 - Areas which may be more likely to expose visitors to occupational injury (ex. cage wash support, active construction, etc.)
 - Vivaria with active outbreaks of animal infectious agents
 - Vivaria housing certain sensitive animals (ex. animals with open behavioral cases, species sensitive to disruption/noise, etc.)
 - Vivaria or laboratory space where animals are housed or worked with which may be inappropriate for visitor observations (ex. specific neuroscience projects, certain studies with species such as dogs, etc.)
- Escorting visitors will not be used to circumvent the authorized access and training processes for new personnel.

Electronic Filing of Completed Logs, Waivers, and Acknowledgement Forms:

- As Vivarium Access Logs are filled, they are scanned and saved in I:\VISITOR LOGS AND WAIVERS\FILLED OUT LOGS
- Signed “Acknowledgement of Voluntary Escorted Laboratory Access, Training, and Ability to Wear Assigned Personal Protective Equipment – Animal Facilities” and the “Animal Area Visitors Waiver and Release Form” are scanned and saved in I:\VISITOR LOGS AND WAIVERS\FILLED OUT WAIVERS AND FORMS

- All original paper copies of logs and forms are filed.

I acknowledge that I have read and understand the JHU Animal Care and Use Program document **“Security and Animal Facility Access”** and I will follow this procedure. I agree to bring any deviations in this procedure to the attention of my supervisor/GPS Working Group.

Name (Print)

Date

Signature