

	Title: Animal Facility Security and Access Control	SOP #	AV 20-104
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Standard Operating Procedure

1. Purpose

To establish standards for animal facility security and access control.

2. Scope

Pertains to all persons seeking or requiring access to a Central Oregon Community College (COCC) animal facility. An animal facility is an IACUC designated place where animals are housed and/or used under an approved IACUC protocol.

3. Responsibilities

Program Director/Department Chair will identify the level of access for persons seeking or requiring access to an animal facility.

4. Procedure


Definitions:

- Unescorted Access is the privilege of entering an animal housing or procedure facility without assigned animal care, veterinary staff, or protocol staff present as an escort.
- Escorted Access is the privilege of entering an animal facility while in the care of a trained and qualified individual who has unescorted access privileges.

Levels of access:

Unescorted Access (issuance of keys, fobs, and/or access codes) is only granted to those persons currently assigned to an animal care and use 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 IACUC staff and facility staff such as Campus Services, Information Technology Services, and Campus Public Safety.

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. Visitors, students, and non-animal care workers fall into this category as do researchers observing procedures or newly assigned to an animal care area.

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Key, Fob, and Access Code Management:

Key and access control will be established and maintained by a designated person for the facility or on the department level. The facility manager or Program Director/Department Chair will place a request to Campus Services for keys and/or fobs for animal care staff and staff identified on the animal care and use protocol who have unescorted access. The initiation of the request by the facility manager or Program Director/Department Chair will act as verification of unescorted access for that person. The facility manager or Program Director/Department Chair will provide Access Codes for animal care staff and staff identified on the animal care and use protocol who have unescorted access.

It is recommended that at least annually, or more frequently in areas with a high turnover rate, keys, fobs, and access codes will be inventoried by the Program Director/Department Chair or facility manager. During this review, those persons no longer with the College or no longer performing animal work in a facility will be contacted to return keys and the access code will be changed.

Due Diligence:

All personnel should be aware of their surroundings and the people working in their facility. Unfamiliar people not displaying identification should be challenged 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 keyed entry or displayed some credentials authorizing them access to the area). Sharing of access codes or allowing an unauthorized person to use 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.

5. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).



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- National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
- The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).

6. Definitions

- IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
- PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
- Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
- COCC – Central Oregon Community College
- College – Central Oregon Community College

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> New SOP 	11/13/16	Cindy Elston (AV)
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