



Animal Program Policy

Title: Visitor Policy
Date Created: 7/19/2011
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In order to both protect the health of the animals and the research endeavors, visits to the Forsyth Animal Facility by non-animal workers is discouraged. However, there are instances where such visitors are unavoidable, such as repairmen, various inspectors, and occasionally for research purposes. In order to preserve the security of the facility, the following procedures must be followed before any visitor will be allowed to enter the facility. **A visitor is defined as any individual without key card access to the facility: this includes persons with Forsyth IDs.**

The PI must complete and submit a Visitor Request Form prior to the visit. Upon arrival, Visitors must register with the Director of Animal Care before entering the facility. The Director will determine the reason for the visit, check the ID of the visitor, and maintain a log of the visits. Each visitor will be issued a visitor pass, which must be displayed prominently. At the end of the visit, the pass must be returned to the Director, who will log the visitor out. In general, visitors will not be allowed during hours when the Director is not present, although occasional exceptions can be made.

All visitors must wear the required personal protective equipment: disposable lab coat, booties and face mask. Gloves are optional for visitors who are only observing. Visitors must be notified by the host that they are entering an environment with high levels of animal dander, and that allergic responses in susceptible persons can be expected.

Visitors working with directly with Forsyth researchers must follow the policy outlined above. They must be accompanied by Forsyth researchers at all times.

Visitors that will plan to enter the facility on multiple days may request a Multi-day Visitor pass. To do this, the PI must supply information about the reason for the visit, duration and previous animal experience (Visitor Request Form). Upon receipt of an appropriately completed form, the Director of Animal Care will issue a Multi-Day visitor pass, to be returned at the completion of the visit.

Special Considerations:

- 1) Visitors are not allowed to handle animals. If there is a scientific justification for visitors to handle animals, the Special Visitor Application must be submitted to the Director for prior approval before the work begins.
- 2) Visitors may not have been in another research animal facility within the prior 48 hours.

Animal facility staff and workers will be instructed to challenge any unfamiliar person seen in the facility without a visitor pass displayed, and unauthorized persons will be escorted to the security desk on the main floor.