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9.0107 Policy for Allowing Visitors in Animal Areas

Policy 9.0107

Volume 9 Research

Chapter 0107 Policy for Allowing Visitors in Animal Areas

Responsible Office: Laboratory Animal Services

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Policy Statement

Visitors requesting access to animal areas in Laboratory Animal Services must obtain permission from the Director, Associate Director, or Assistant Director of Laboratory Animal Services before entering any animal area.

Reason For Policy

Laboratory Animal Services must maintain adequate security measures to protect the integrity, quality, and worth of the research as well as to protect Georgia Health Sciences University researchers, animal care staff, animal colonies, and physical structures.

Entities Affected By This Policy

This policy applies to any and all persons who are not directly related to research studies using animals housed at Laboratory Animal Services but who request entrance to animal areas. This includes but is not limited to staff, students, representatives of funding agencies or sources,

family members or friends of those who have official business in an animal area, members of the news media, representatives of federal/state regulatory agencies, and salespersons.

Who Should Read This Policy

Faculty, staff, students, post-doctoral fellows, research assistants and associates, and any other personnel at Medical College of Georgia involved with using animals in research and any other persons requesting entrance to animal-containing areas of Laboratory Animal Services should know and observe this policy.

Contacts

Contact	Phone	e-mail/URL
Director, Laboratory Animal Services	706-721-3421	http://www.georgiahealth.edu/research/animal/
Associate Director, Laboratory Animal Services	706-721-8575	
Assistant Director, Laboratory Animal Services	706-721-2685	

Overview

This policy describes the procedures to be used when visitors request access to animal-holding areas in Laboratory Animal Services at Georgia Health Sciences University.

Process/Procedures

1. A request to visit unspecified animal holding areas or all animal areas can be made by telephone or e-mail to the Director of Laboratory Animal Services, or to the Associate or Assistant Director.
2. If the request is for visitation to a specified area, that is, an area specifically assigned to a principal investigator (PI) or project, permission to enter must be obtained in writing from the PI(s) whose animals are housed in the specified area. Written permission from the PI is not needed when the visitor is personally escorted by the PI. All visitors entering a room/enclosure housing non-human primates must abide

by special operating procedures as specified by LAS.

3. Georgia Health Sciences University personnel with reasons for entering animal areas, such as maintenance, safety, security, and facility utilization may enter an animal area after notifying Laboratory Animal Services administrative staff.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 9.0107, Policy for Allowing Visitors in Animal Areas, are:

Person requesting to visit animal-containing areas of Laboratory Animal Services	Must obtain verbal permission by the Director, Associate, or Assistant Director or the PI as appropriate.
Director, Associate Director, or Assistant Director of Laboratory Animal Services	Read and approve or disapprove request for visitor to enter animal-containing areas.

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