ANIMAL FACILITY ACCESS FOR NON-CORNELL CONTRACTORS

1. PURPOSE

1.1. The intent of this Animal Care and Use Procedure (ACUP) is to describe access by non-Cornell contract personnel to animal facilities. This ACUP is approved by the Cornell Institutional Animal Care and Use Committee (IACUC). Any deviation must be approved by the IACUC prior to its application.

2. SCOPE

2.1. This ACUP is intended for use by facility managers, facility coordinators and other authorized personnel approving access to an animal facility at, or managed by, Cornell University.

3. INTRODUCTION

3.1. Individual access to animal facilities is routinely limited to IACUC-approved research personnel, animal care staff, essential facilities-specific Cornell employees (facilities director, building coordinator, custodial support etc.) and university emergency response team members. Occasionally Non-Cornell contractors will need access to animal facilities. Their access and work must be supervised to maintain the health and safety of the personnel and animals.

3.2. Contact CARE at care@cornell.edu for more information or for assistance.

4. MATERIALS AND EQUIPMENT

4.1. Contract work activity log
4.2. Appropriate signage as work requires (see section 5.2)

5. PROCEDURE

5.1. Access:

5.1.1. All non-Cornell contractors can only access animal facilities after making arrangements with the appropriate facilities manager or facility coordinator. It is
the responsibility of the facility manager or coordinator to inform all pertinent personnel (PI, staff, etc.) as to the time and reason for the approved access.

5.1.2. All access and work performed by those non-Cornell contractors given temporary access to animal facilities will be supervised as appropriate by the facility manager or an appropriate designee.

5.2. **Health Risks:**

5.2.1. All contract procedures that pose a health risk to humans or animals must have precautionary measures in place (e.g., asbestos containment measures). The facility manager will post appropriate signage describing all hazardous agents used. Signage will include:

5.2.1.1. Identification of the hazard
5.2.1.2. Time-frame with date included
5.2.1.3. Contact information for responsible personnel

5.2.2. The facility manager or designee will inspect the area to ensure that animals are not in the affected area(s).

5.3. **Documentation:**

5.3.1. Document contract work activity in a logbook kept within the facility.

6. **PERSONNEL SAFETY**

6.1. Medical Emergencies: **CALL 911.**
6.2. When working with animals wear appropriate PPE, observe proper hygiene, and be aware of allergy, zoonosis, and injury risks. Refer to the CARE Occupational Health and Safety webpage for more information.

7. **ANIMAL RELATED CONTINGENCIES**

7.1. Post contact information for emergency assistance in a conspicuous location within the animal facility.
7.2. Emergency veterinary care is available at all times, including after working hours, on weekends and holidays:

7.2.1. Biomedical Settings: CARE (pager 1-800-349-2456)
7.2.2. Farm Animal Settings: Ambulatory and Production Medicine Service at (607) 253-3140

7.3. Non-emergency veterinary questions and requests for care, email CARE veterinary staff at care@cornell.edu.

8. **REFERENCES**

9. APPENDIX

9.1. None

10. HISTORY

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