

## Standard Operating Procedure

SOP Number: **02-18-5014**  
Service: **Research**  
Operating Section: **Administration**  
Unit: **CMF**  
Title: **Visitors (Including Minors) in Animal Facilities**

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**Purpose:** To protect the research animals, research endeavors and the visitors themselves, while also preventing disruptions of research activities by unauthorized individuals.

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- 1) Visitors may be permitted in animal facilities of Loyola University if approved in advance by the CMF. Appropriate safeguards must be in place to screen visitors for health issues related to animal exposure. The visitor is accompanied at all times by an authorized guide. Visitors are permitted to observe but not handle animals.
- 2) It is the responsibility of the faculty or facility guide to inform the visitor that animal facilities may pose health risks to individuals who have allergies to animals or animal dander, or those who are immunocompromised. Such persons should be advised to avoid entering animal facilities while animals are in residence or to take all appropriate precautions to avoid or limit exposure. If there is any question regarding a risk to the visitor's health, the visit must not occur until such time as the visitor is clearly informed of the risks involved. It is also the responsibility of the faculty or facility guide to discuss with the visitor the risks that he or she may pose to research animals. Persons who have active tuberculosis, influenza, or other respiratory diseases are not permitted to visit animal facilities.
- 3) Visitors must be under the direct supervision of a guide at all times during a tour or visit. In addition to IACUC-approved investigators, other individuals who may serve as guides include a member of CMF management (Director, Assistant Director, Clinical Veterinarian, Operations Manager, or Animal Health Care Technician).
- 4) Pets may not enter animal facilities.
- 5) Visitors shall not be permitted to take still or video photographs in the animal facility unless:
  - a. The visitor is serving as a photography vendor for the faculty and/or CMF guide.
  - b. The photographs are necessary or allowed for the documentation of work under an IACUC-approved protocol.
  - c. The original negatives or electronic media are retained as the property of Loyola University. The faculty member or guide should advise visitors concerning the prohibition of photography in conjunction with any request for a visit. Visitors requesting photographs may commission the University to provide such photographs.

### APPROVALS

<b>Responsible Official Signature</b>		<b>Date</b>	
<b>QA Signature</b>		<b>Date</b>	
<b>Version</b> #2	<b>Effective Date</b>	<b>Supersedes</b> #1	<b>Original Date</b> 11/17/11