Loyola University Chicago
Comparative Medicine Facility

Standard Operating Procedure

SOP Number: 02-18-5000
Service: Research
Operating Section: Administration
Unit: CMF
Title: General Staff Policies

Purpose:
To describe the general policies for all staff working within the CMF.

Procedure:
1) Food, including candy and gum, and/or beverages is prohibited in the CMF animal facilities. Food and beverages are permitted only in the staff lounge.

2) Loyola is a designated smoke free campus. Included are all property owned or operated by Loyola University Chicago including buildings, grounds, vehicles, parking structures and parking lots. Violation of this policy will be addressed through the Human Resources progressive disciplinary policy.

3) Electronic devices are prohibited in all animal care or support areas unless used for animal enrichment. These devices are only allowed in offices, locker rooms and staff lounges. Permission to use these devices in operating rooms, procedural rooms, necropsy rooms, and other laboratories must be obtained from the Operations Manager, CMF. The CMF laboratory animal technicians have approval to use electronic devices as long as they have an earplug in one ear only.

4) If animal care staff become ill, they are required to report the illness to the Operations Manager, CMF. If this illness resulted from animal contact, Employee/Student Health must also be notified. Employees who report to work and are determined by the Operations Manager, CMF, to be a health threat to the animal colonies will be immediately removed from duty.

5) Indiscriminate or negligent behavior by any LUC/HSD personnel which may threaten the health of any research animal is regarded as a serious infraction and will lead to disciplinary action. Negligent behavior by same personnel in protecting themselves (not wearing PPE) will also lead to disciplinary action.

6) To protect the health of the animals housed in the animal quarters, “non-research” animals are prohibited from all animal facilities. This prohibition includes “pets” of any species.

7) Children are not permitted in any animal housing, procedure areas or laboratories. Special permission may be granted on a case by case basis by the Operations Manager, CMF.

Comments:
None.

APPROVALS

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Version               Effective Date       Supersedes       Original Date
#2                   #1                     08/17/11

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