

Standard Operating Procedures

SOP Number: **02-18- 5015**

Service: **Research**

Operating Section: **Administration**

Unit: **CMF**

Title: **Access Control to Comparative Medicine Facilities**

Purpose: To describe standard procedures related to animal room access in the CMF.

Procedure:

- 1) The door to the outer corridor in all facilities is equipped with special locking mechanisms requiring the use of ID key cards or numerical pass code. Approval for access is obtained through the CMF office.
- 2) All persons entering the animal facility will follow the guidelines as set forth in the individual training sessions.
- 3) Users provided with key card access should not share with other individuals.

Comments:

None.

OFFICE USE ONLY:

APPROVALS

Responsible Official Signature		Date	
QA Signature		Date	
Version #2	Effective Date	Supersedes #1	Original Date 1/13/98