

## Standard Operating Procedure

SOP Number: **02-18-5000**  
Service: **Research**  
Operating Section: **Administration**  
Unit: **Comparative Medicine Facility (CMF)**  
Title: **General Staff Policies**

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**Purpose:**

To describe the general policies for all staff working in the Comparative Medicine Facility (CMF).

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**Procedure:**

- 1) Food, including candy and gum, and/or beverages are prohibited in the CMF vivarium.
- 2) Loyola University Chicago is smoke, tobacco and vape free. Use of all tobacco products and vaping (e-cigarettes) is prohibited on all campus properties, including interior spaces on Loyola's campuses, the outdoor property or grounds controlled and/or maintained by Loyola, as well as all university owned or leased vehicles. Violation of this policy will be addressed through the Human Resources progressive disciplinary policy.
- 3) For both safety and communication purposes, CMF personnel have approval to use electronic devices or headphones as long as they have an ear bud 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/HSC personnel which may threaten the health of any research animal or one's own health (such as disregarding safety practices, i.e., not wearing PPE) is regarded as a serious infraction and will lead to disciplinary action.
- 6) To protect the health of the animals housed in the vivarium, "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.

**OFFICE USE ONLY:**

APPROVALS			
Responsible Official		Date	3/18/24
QA Signature		Date	03/18/2024
Version #4	Effective Date	Supersedes #3	Original Date 08/17/11