

University of Louisville
Institutional Animal Care and Use Committee
Policies and Procedures

Obtaining CMRU Facility Access

Policy: In order to be granted access to CMRU Facilities, individuals must first be approved as a project participant on an approved IACUC proposal. They must read the IACUC proposal and know what their role is on said proposal.

Rationale: Being an approved participant on an approved IACUC proposal ensures that the individual has had all required IACUC training. It also indicates that they have read the IACUC proposal(s) that they are listed on and that they will only perform procedures that they have listed in their roles on the proposal(s).

Notice: At no time should you use someone else's card to access facilities. To do so could result in loss of privileges for yourself and the original owner.

Procedures, Guidelines, and Exceptions:

A. Unescorted Access

1. In order to gain access to *any* CMRU facility for the purpose of animal research, all personnel MUST be listed as a project participant on an approved University of Louisville IACUC Proposal.
2. An associate may be added to the proposal when the Project Director, or authorized project participant, lists them on the original proposal or adds them via iRIS using the “Click here to add or remove personnel” form (<http://louisville.edu/research/iacuc/protocol-management>).
3. Once the associate completes all training requirements and the reviewers have approved the form, the associate will be approved as a project participant on the IACUC proposal all applicable items described in IACUC Policy
 - a. There are multiple training requirements for personnel to be added to an IACUC Proposal depending on their procedural assignment. These requirements can be found in the IACUC Policy “[Required Training](#).”
 - b. Additionally, all personnel who will be exposed to animals or animal tissue must be enrolled in the Occupational Health and Safety Program (OHSP). These steps can be found in the [IACUC Policy “Individual Risk Assessment and Medical Surveillance”](#) item #3.
4. If your PI has recently submitted an "Add Participant" request in iRIS, you are not considered a participant on that proposal until you receive the approval letter.
5. ONLY after the above requirements are complete AND you receive an approval letter through iRIS, should personnel submit a [CMRU Access Request form](#). **NOTE:** This form will not be processed until ALL requirements are complete. **NOTE:** If the facility where the animals will be housed is not known, individuals should contact the CMRU Facilities Manager (–Ms. Brigitte Foote – Phone: 852-7024, E-mail: brigitte.foote@louisville.edu) who will assist them in obtaining the housing locations.

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6. Once the access request is approved by the IACUC Office, you will be contacted to arrange facility orientation. The facility orientation takes 30-45 minutes to complete. Facility Orientation is the final requirement that must be fulfilled before facility access is granted.
7. Individuals must complete steps 1-4 above and submit an CMRU Access Request form to the IACUC Office before attending facility orientation.

B. Escorted Visitors

1. Periodically, individuals must be exposed to laboratory animals or research facilities on *single occasions with no intention of working independently* (e.g., students involved in a teaching exercise involving animals, project sponsors wishing to review or participate in a procedure).
 - a. All visitors must complete “Level I Training,” which details their responsibilities and limitations, as well as the hazards associated with research animal contact.
 - b. Visitors are not granted facility access, as Level I Training does not allow unescorted access into the animal facilities; visitors must remain under the supervision of a Level II trained staff member while in the animal facilities and during all animal use.
2. Level I Training is described in the IACUC Policy “Required Training.”
3. All Escorted Visitors MUST sign the “Required Training for Visitors with Direct Animal Exposure” Sign-in Sheet and remain under the supervision of a Level II trained staff member while in the animal facilities and during all animal use.

C. Accessing Multiple Facilities

1. Access to multiple facilities is discouraged.
2. The CMRU may limit multiple facility access for ongoing animal colony health issues.