IACUC Policy # 410: Required Signage for Animal Facilities (Housing and Procedure Areas)

The intent of this policy is to identify the required information that must be available to personnel in animal facilities.

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1) Policy
A. Standardized, necessary information regarding policies, regulations, risks, and requirements associated with using animals for research, testing and teaching at Cornell University must be available to and easily accessible for all individuals entering animal facilities. An animal facility includes buildings, rooms, areas, enclosures, including satellite facilities, used for animal housing, confinement, maintenance, breeding, or experiments inclusive of surgical manipulation.

B. The Facility Manager for the animal facility or the Principal Investigator (PI) managing his/her own laboratory facility is responsible for complying with this policy.

2) Procedure
All signs must be posted prominently unless otherwise stated.

All signs must be updated on a regular basis and have current information.

A. Animal Facility Entrances - All Animal Facilities - Post Signage in Main Entry Corridor(s)
   i. Animal Facility Restrictions (i.e., no photos, no videos, no open toe shoes, etc.)
   ii. IACUC Whistleblower Policy
   iii. Emergency Contact List (CARE pager # &/or Ambulatory Clinic # and facility specific contact numbers)
   iv. NYS Department of Health Certificate for the current year (Required only for animal housing facilities)
   v. General Personal Protective Equipment (PPE) requirements specific to the facility
   vi. AUHSP information poster

B. Animal Facilities Without Secure Access Control - Post Additional Signage Outside of Main Entry
   i. No Trespassing Without Authorized Entry sign
C. Animal Housing Rooms - Post at the room entry:
   i. PPE requirements, as applicable
   ii. All applicable hazard signs (e.g., Hazard Assessment Signage Program (HASP), biohazard, chemical, &/or radiological hazard signs)

D. Animal Procedure Areas
   1. Procedure Areas Within Animal Facilities - Post at the room entry:
      i. PPE Requirements, as applicable
      ii. Biohazard, chemical, &/or radiological hazard signs, as applicable
   2. Procedure Areas Outside of Animal Facilities (for example, PI laboratories, CUHA imaging areas/examination rooms) - Post within the room:
      i. IACUC Whistleblower policy
      ii. Emergency Contact List (CARE pager # &/or Ambulatory Clinic # and facility-specific contact numbers)
      iii. PPE Requirements as applicable
      iv. AUHSP information poster

Note: General SOPs for Procedural Activities and Specific Equipment Operating Procedures, as applicable, must be available within animal procedure areas.

NOTE: Signs must be posted in animal facilities via a method that does not damage surfaces or leave residue (e.g., use magnets, wall-mounted clips, suction cup hangers, or non-residue tape). Signs should be laminated or placed in plastic sleeves before posting.

Approved by the IACUC November 20, 2008; Revised August 8, 2012; June 19, 2014; June 15, 2017