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 faculty, staff, students and visitors involved in the care and use of animals. 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.
   C. Room or facility specific Standard Operating Procedure (SOP) documents are not intended to be used as signs. While these documents may be posted on a case by case basis, these documents must be readily available in the areas to which they apply.

2) Procedure
   A. Animal Facility Entrances- Facilities Without Secure Access Control
      1. Outside of Main Entry
         i. No Trespassing Without Authorized Entry sign must be posted prominently.
   B. Animal Facility Entrances- All Animal Facilities
      1. Main Entry Corridor(s) - The following signs must be posted prominently:
         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
v. General Personal Protective Equipment (PPE) requirements specific to the facility
vi. AUHSP information poster

C. Animal Housing Rooms
1. The following signs must be posted prominently 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
   i. The following signs must be displayed prominently at the room entry:
      a. PPE Requirements, as applicable.
      b. Biohazard, chemical, &/or radiological hazard signs, as applicable.

2. Procedure Areas Outside of Animal Facilities (for example, PI laboratories, CUHA imaging areas/examination rooms)
   i. The following signs must be displayed prominently:
      a. IACUC Whistleblower policy
      b. Emergency Contact List (CARE pager # &/or Ambulatory Clinic # and facility specific contact numbers)
      c. PPE Requirements as applicable
      d. AUHSP information poster
   ii. The following information must be provided within the room:
      a. General SOPs for Procedural Activities.
      b. Specific Equipment Operating Procedures, as applicable.

E. Acceptable Sign Posting Methods
1. Posted signs should be current and kept up to date.
2. Signs must be posted in animal facilities via a method that does not leave residue or damage surfaces (e.g., use magnets, wall mounted clips, suction cup hangers, or non-residue tape) and signs should be laminated or placed in plastic sleeves before posting.

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