Required Signage for Animal Facilities and Animal Procedure Areas

The intent of this standard operating procedure (SOP) is to identify the required signs that must be posted in animal facilities and animal procedure areas.

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1) Animal Facility Entrances
   a) Main Entrances
      (1) Animal Facility Restrictions sign
      (2) Whistleblower Policy
      (3) “No Trespassing” Sign

   b) Main Entry Corridor
      The following signs must be posted in animal housing facilities:
      (1) AUHSP Allergy Prevention flyer
      (2) NYS Department of Health Certificate for the current year
      (3) AUHSP Pregnancy flyer
      (4) CARE Clinical On-Call List
      (5) Emergency Contact List
      (6) Protective Personal Equipment (PPE) Requirements as appropriate for Facility Entrances

   c) Binder / Manual
      The following information should be maintained in a binder and must be available at the animal housing facilities:
      (1) AUHSP Booklet
      (2) AUHSP Brochure

2) Animal Holding Rooms
   (1) Facility / Room Specific Operating Procedures
   (2) Protective Personal Equipment (PPE) Requirements, if applicable
   (3) Biohazard, chemical or radiological hazard signs as determined by AUHSP, if applicable
   (4) Facility / Room Specific Equipment Operating Procedures

3) Animal Procedure Areas
   a) Within Animal Facility
(1) Protective Personal Equipment (PPE) Requirements, if applicable
(2) General SOP for Procedural Activities
(3) Specific Equipment Operating Procedures, if applicable
(4) Biohazard, chemical or radiological hazard signs as determined by AUHSP, if applicable

b) Outside Animal Facility
   i) Required Signage / Postings
      (1) AUHSP Poster
      (2) Specific procedure SOP (e.g. euthanasia, rodent surgery, etc.)
      (3) Whistleblower policy
      (4) AUHSP Allergy Prevention Flyer
      (5) AUHSP Pregnancy Flyer
      (6) NYS Department of Health Certificate for the current year
      (7) Protective Personal Equipment (PPE) Requirements as applicable
   
   ii) Binder / Manual
       The following information should be maintained in a binder and must be available
       at the procedure areas
       (1) AUHSP Booklet
       (2) AUHSP Brochure

4) Acceptable Sign Posting Methods
   a) Non-laminated signs should be placed in plastic sleeves before hanging. Use of tape
      is not acceptable. Recommended hanging methods are:
      i) Magnets on doors, whiteboards, magnetic surfaces
      ii) Sticky putty on non-magnetic surfaces
      iii) Suction cup hangers
      iv) Permanently mounted hangers

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