The University of Pennsylvania Institutional Animal Care and Use Committee (IACUC) has developed the following policy to clarify the procedures for which visitors may enter animal facilities. Visitors may enter animal facilities as part of a collaborative scientific effort, for educational purposes, or to develop an awareness of the importance of animal use in research.

This policy offers a comprehensive guidance on the following key points:
- Definitions
- Visitors to ULAR-managed vivaria
- Visitors to non-ULAR animal facilities
- Visitors to laboratories

DEFINITIONS
- **Animal Facility**: Any area housing experimental animals of any species, including ULAR-managed animal vivaria and IACUC-approved satellite housing areas in which animals are temporarily housed for more than 12 hours.
- **Escort**: An authorized PENN individual required to accompany a visitor during the duration of the visit. This person has completed all the required training and is authorized to access the area. The escort may include a member of the ULAR staff, a Principal Investigator (PI) or senior laboratory member, IACUC member, or OAW staff.
- **Visitor**: A person who is considered a non-affiliate of the University of Pennsylvania. The following personnel would be classified as a visitor:
  - An outside vendor or University employee authorized by an appropriate manager or supervisor for the purpose of facility maintenance (e.g. FRES).
  - An official from an external agency which may include, but is not limited to the following: USDA, OLAW, AAALAC, DEA, DOD, VA, NIH, and pharmaceutical company representatives.
  - Penn faculty, staff, graduate or professional students, or post-doctoral/clinical trainees are NOT considered visitors.
- **Visiting Scientist**: Personnel participating in research in Penn research facilities and listed on an approved IACUC protocol. The Principal Investigator is responsible for assuring that all students and non-affiliates working in his/her laboratory are appropriately trained, supervised, enrolled in the occupational health program, and compliant with all IACUC policies and guidelines, including those outlined in this policy. Under this IACUC policy, these individuals will NOT be considered visitors.

VISITORS TO ULAR VIVARIA
ULAR manages Penn’s central vivaria and is responsible for the health and well-being of the animals housed there. Any visitors approved to enter the animal facility must refer to ULAR SOP 1.02 “Visitor Policy” and complete all relevant documentation required by ULAR before and during the visit.

As a first step, PIs should request access for their visitors to enter ULAR-managed animal facilities by contacting the ULAR Director, Associate Director, and/or Facility Manager at least 48 hours prior to the visit.
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visit of the intended vivarium. The escort is required to submit to ULAR in writing (e.g., email) the name(s) of the visitor(s), the reason for the visit, the planned visit day/time, and the facility to be visited.

On the day of visitation, all visitors must review the Guidelines for Animal Facility Visitors and any relevant Species Specific factsheets (provided by ULAR staff), and sign in on the visitor sign-in sheet to verify that all of the appropriate documentation has been reviewed and understood.

While visiting a vivarium, the following topics should be considered:

- All visitors must be accompanied by an escort at all times while visiting the vivarium.
- Visitors are not permitted to have any direct contact with the experimental animals. Visitors may enter housing locations, but animals should be viewed from outside of cages.
- Visitors will be informed of potential health risks prior to entering an animal facility.
  - Visitors with known animal allergies may NOT visit housing locations with those animals.
  - Any visitor entering a non-human primate (NHP) area must provide proper documentation verifying negative TB status. ULAR will ask to see proof of clearance prior to entrance.
- Visitors are required to follow all facility rules including the wearing of personal protective equipment and adhering to appropriate traffic flow through the vivarium.
- Children under the age of 12 are not permitted to enter the facilities. Children of the ages of 12-17 are only allowed to enter the animal housing facilities if they are part of an approved tour. They must have parental consent and the tour must be accompanied by a parent or teacher plus a ULAR employee at all times.
- Visitors are not permitted to take unauthorized pictures while in the facility. Please see the Recording Images of Research Animals IACUC policy for additional guidance.

VISITORS TO NON-ULAR ANIMAL FACILITIES

Satellite Housing
The PI manages animal housing in satellite areas and is responsible for the health and well-being of the animals housed there—with oversight and consultation with ULAR, as applicable. Any person wishing to visit an individual investigator’s laboratory that has been approved for satellite housing, with or without animals present, must have prior authorization from the PI.

While visiting a satellite housing area, the following topics should be considered:

- Any documentation or consent forms required prior to visitation will be at the request of the PI. All visitors should review the Guidelines for Animal Facility Visitors prior to entering investigator’s spaces.
- Visitors entering specified satellite housing areas must be accompanied by the PI or an associated laboratory member at all times.
- Visitors are not permitted to have any direct contact with the experimental animals. Visitors may enter housing locations, but animals should be viewed from outside of cages.
- It is the responsibility of the PI to inform all visitors of the potential health risks of entering an animal facility. Visitors with known animal allergies may NOT visit housing locations with those animals.
- Visitors are not permitted to take unauthorized pictures while in the facility. Please see the Recording Images of Research Animals IACUC policy for additional guidance.
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- FRES employees, outside contractors, and vendors do not need to be accompanied in these areas.

New Bolton Center (NBC)

New Bolton Center animal housing areas are managed by the School of Veterinary Medicine (SVM), which is responsible for the health and well-being of the animals housed there—with oversight and consultation with ULAR, as applicable. Any person wishing to visit animal housing areas of NBC must have prior authorization from appropriate school leaders (e.g., the Associate Dean for NBC and/or Chair of Clinical Studies-NBC).

While visiting an NBC animal housing area, the following topics should be considered:
- Visitors entering specified NBC housing areas must be accompanied by the PI or an associated laboratory member at all times.
- Visitors are not permitted to have any direct contact with the experimental animals. Visitors may enter housing locations, but animals should be viewed from outside of pens, stalls, or pastures.
- It is the responsibility of the PI to provide the visitor with the appropriate species-specific fact sheet and ensure the visitor has read and understands the zoonotic risks associated with their exposure the animals. Visitors with known animal allergies may NOT visit housing locations with those animals.
- Visitors are not permitted to take unauthorized pictures while in the facility. Please see the Recording Images of Research Animals IACUC policy for additional guidance.
- FRES employees, outside contractors, and vendors do not need to be accompanied in these areas.

This policy applies only to research and teaching animals and housing areas where research and teaching animals are maintained at NBC and the Matthew J. Ryan Veterinary Hospital of the University of Pennsylvania (VHUP). This policy is NOT applicable to clinical areas of NBC or VHUP. Please see applicable SVM policies and procedures for visitors in clinical areas.

VISITORS TO LABORATORIES

- The IACUC expects all visitors to comply with EHRS policies, including their General Policy and the Policy on Students and Non-affiliates.
- Visitors should be approved by the PI and accompanied by the PI or an associated laboratory member.
- Visitors should sign in with security staff (in buildings with manned security stations).
- Visitors should wear appropriate laboratory attire.
- Visitors should not be permitted to handle or be exposed to hazardous chemicals, biological agents, radioactive materials, or animals.
- Please refer to the EHRS website for more detailed information concerning any other specific requirements for visiting or working in Penn research facilities.

For both ULAR and non-ULAR vivaria and laboratory visits, please notify the Office of Animal Welfare when coordinating a visit from any of the above government or accrediting agencies or sponsors so that OAW may assist with any programmatic questions for institutional processes and procedures.