



INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

POLICY ON ACCESS TO CENTRALIZED (CCM) AND SATELLITE ANIMAL FACILITIES FOR MGH RESEARCH EMPLOYEES AND VISITORS & VENDORS

GENERAL POLICY

Only authorized personnel are permitted entry into animal facilities that are maintained by the Center for Comparative Medicine (CCM) or managed by the Principal Investigator (PI) with IACUC approval (i.e., satellite housing areas, satellites). This restriction applies at all times and to all persons. For satellite housing areas, access may be obtained via authorized key users or keypad codes. Authorization for centralized animal facility entry is normally provided by the electronic programming of an employee's identification badge by Police & Security (P&S). This programming permits entry through a locked door only into the particular animal facility in which the MGH employee will be regularly working or otherwise needs frequent access. Anyone who may need sporadic access and is not given authorization through the process above will be considered a Visitor or Vendor and will be granted access only with an escort. The processes for obtaining access through either electronic or comparable authorization or for obtaining Visitor and Vendor approval to be in an animal facility are described below.

MGH EMPLOYEES

CCM employees who work in a particular animal facility, research staff listed in an IACUC-approved animal protocol, and specified hospital service personnel who may require occasional access for routine services (e.g., Police & Security, Building & Grounds, Environmental Health and Safety, Research Space Management Group, IACUC staff) are permitted access via programmed identification. MGH employees who need access sporadically for specific reasons (e.g., safety specialists, architects and engineers, IT), will be recognized as a Visitor (see below) and must be escorted by a CCM staff member or other authorized personnel.

Such programmed access may be suspended or revoked if the employee does not observe hospital and animal facility regulations and policies. Examples of situations in which access could be suspended or revoked include: Electronic locks and alarms at entry sites, surveillance cameras, and other devices and strategies that may be necessary are used to secure centralized animal facilities.

- Repeatedly not wearing or displaying one's identification badge
- Failure to obtain visitor approval
- Giving an identification badge to unauthorized persons to gain access into an animal facility
- Repeated failure to wear appropriate personal protective equipment (PPE)
- Repeated incidents of non-compliance (per corrective action plan)
- Involvement in an investigation of an animal welfare concern (as directed by IACUC or AV)

Research staff requiring access to centralized animal facilities must complete the steps outlined below. PI-managed satellite housing areas have comparable steps and are mandated to assure occupational health clearance, CITI training, and protocol inclusion. The majority also require CCM Orientation and Tour through a contractual agreement. Those satellites that do not use the CCM program have a defined training program for new employees; the information can be obtained from the PI or Lab Contact. The information for access to centralized animal facilities may also be found on the IACUC website (<http://is.partners.org/aniweb/accessform.htm>) and the CCM website (<http://intranet.massgeneral.org/ccm/research-community/investigator-orientation/index.asp>).

1. Initiate Occupational Health clearance:

- The staff member must have obtained clearance from the Occupational Health Services (OHS) within the past three years to work with the species indicated on the protocol. If the species indicated is a nonhuman primate, the OHS clearance must be obtained within the past six months.
- If the employee does not have a current clearance, they must complete the [Research Animal Health Screening form](#) and submit it to Occupational Health Services (occhealth@partners.org)

2. Completion of CITI training

The CITI Training program in Animal Care and Use has been approved by the IACUC to fulfill the training requirements of the Animal Welfare Act and the [Guide for the Care and Use of Laboratory Animals](#). Required courses are outlined on the [CITI Grid](#). All courses required for a specific protocol must be completed.

3. Protocol Amendment (only upon completion of steps 1 and 2):

The Principal Investigator must submit an amendment to the IACUC protocol in Insight to include the new researcher as Study Staff. Personnel added as Non-study Staff will not be granted access to centralized animal facilities.

4. Registration Form (only upon completion of steps 1 through 3):
The employee must complete and submit a [Registration Form](#). The IACUC Office will verify the information on the form and forward the request to the CCM Facility Access Team for processing. Research staff will be approved for access only to the CCM facilities included on the IACUC-approved protocol.
5. Complete CCM Orientation Lecture and CCM Facility Orientation Quiz:
 - The [CCM Orientation Lecture](#) is available through HealthStream
 - [CCM Facility Orientation Quiz](#). A minimum grade of 90% is required to pass the quiz.
6. Complete a CCM facility tour:
Upon completion of steps 1 through 5, the employee will receive an email stating that they are authorized for a facility tour. The email will include instructions on scheduling the facility tour.

Other MGH employees requiring programmed identification access to centralized animal facilities must complete the following steps:

1. Obtain Occupational Health clearance
2. Complete CCM Orientation Lecture and CCM Facility Orientation Quiz
3. Complete a facility tour

VISITORS AND VENDORS

Occasionally, MGH employees not affiliated with the animal program or non-MGH employees may be justified in needing access to an animal facility. Such circumstances may involve representatives from legal, public affairs, engineers and architects, safety specialists, research collaborators visiting from other institutions, municipal emergency responders, regulatory or accreditation site visitors, equipment vendors, or maintenance personnel.

In every case, the Director of CCM or his or her designee must be notified in writing at least one business day in advance of each such instance. Notification should be provided by e-mail and must include:

1. The name of each visitor
2. His/her institution or agency
3. Purpose of the animal facility visit
4. Date(s) involved, and
5. Contact information for the MGH host.

Failure to notify the Director of CCM or his or her designee in a complete and timely manner may result in revocation of animal facility access. If working in BL-2 areas (including non-human primates), visitors must comply with all occupational health and safety requirements and procedures, including evidence of a negative TB test within the previous six months, or must wear a properly fit tested N-95 facemask while in the facility.

All visitors must be accompanied by an MGH employee the entire time they are in an animal facility. Visitors must comply with all applicable policies and procedures required of MGH staff. These restrictions include, but are not limited to, removing documents, records, or animals, and taking photographs or making recordings. Failure to notify the CCM Director prior to the visit; to accompany visitors; or to abide by security and safety precautions may result in revocation of animal facility access.

Non-employees who may need access to animal facilities for extended periods of time will be subject to the same process as new employees to obtain authorization for unescorted access to animal facilities.

TERMINATED EMPLOYEES (CCM STAFF ONLY)

Persons whose employment is terminated will lose their animal facility access privileges and their badges will be deprogrammed by P & S. CCM will be provided a list of such persons on a regular basis to ensure that they do not attempt subsequent entry to animal facilities besides as an approved visitor (see above).

REPORTING ACCESS VIOLATIONS

Any person in an animal facility who is not wearing an identification badge or is not accompanied by an MGH employee authorized in that animal facility will be asked to identify himself/herself and to leave the facility. If the person does not comply, P&S is to be notified immediately. If the person leaves prior to the arrival of P&S, a description of the incident and person in question will be provided to P&S.

REFERENCES

National Research Council of the National Academies. [Guide for the Care and Use of Laboratory Animals, 8th edition](#). National Academies Press: Washington, D.C., 2011.

U.S. Department of Agriculture. [Animal Welfare Act and Animal Welfare Regulations](#). (Animal Care Blue Book). Code of Federal Regulations (CFR), Title 9, Chapter 1, Subchapter A, Parts 1-4. 2017.

v1.1, February 2005

v1.2, November 2005

v1.3, 20 September 2017