



Guidelines on Restricted Entry into Animal Holding and Procedure Rooms Within LAR-Maintained Facilities

1.0 Scope and Application

These guidelines protect the integrity of ongoing experiments that can be disrupted by unplanned entry at sensitive times while maintaining the University's animal housing/welfare compliance obligations. These guidelines are applicable to all animal-holding and procedure rooms within Laboratory Animal Resources (LAR) maintained facilities.

2.0 Summary of Method

For experimental reasons, a Principal Investigator (PI) may request placing limitations on entry into their assigned animal holding or procedure rooms. Any request of ≥ 12 hours/day or more than 1-week duration requires an exemption in the PI's animal use protocol (or protocols if more than one protocol requires such limited access). The exemption will require scientific justification and may not be based on convenience.

Limited access falls into three (3) categories.

1. Less than 12 hours/day and no more than 1 week duration. Limited access requests that fall into this category may be initiated by the PI or their research staff following 48-hour advance notice to LAR. Rooms with this type of limited access must be posted with a **Do Not Enter Short-Term Experiment Sign**. This sign will list the dates and times of limited access and why entry is restricted (e.g., behavioral test, etc.). This type of limited access may not be completed sequentially, resulting in multiple weeks of limited access.
2. Equal to or greater than 12 hours/day. This type of limited access requires a scientific exemption in the protocol or protocol(s). Rooms with this type of limited access must be posted with a **Do Not Enter Long-Term Experiment Sign**. LAR must be able to enter the area no less than once a week between 8 AM – 4 PM Monday–Friday. The time and date of that entry will be arranged between the researcher's lab and LAR.
3. More than 1 week duration. This type of limited access requires a scientific exemption in the protocol or protocol(s). Rooms with this type of limited access must be posted with a **Do Not Enter Long-Term Experiment Sign**. LAR must be able to enter the area no less than once a week between 8 AM – 4 PM Monday–Friday. The time and date of that entry will be arranged between the researcher's lab and LAR.

For all categories, the following conditions will apply:

- A sign must be posted on the exterior of the entry door at any time when limited access is in effect. The information provided must be legible.
- Signs must be current and in place **only** during the specific time when the experimental needs warrant it.
- The sign must be taken down or turned over when limited access is not in effect.
- Daily observations must be made of all animals to assess health and well-being. The sign must specify who will be responsible for providing daily animal observations and animal care.
 - If LAR staff is to provide daily animal observations, a 3-hour window must be provided between 8 AM – 4 PM each day for LAR access.
 - If LAR staff is to provide husbandry care, a 3-hour window must be provided between 8 AM – 4 PM for LAR access a minimum of 1 day/week.
 - If Research Personnel are responsible for any husbandry and/or welfare monitoring, those tasks must follow the FSU Animal Research Program standards for husbandry and be documented on the LAR-provided laboratory room log sheet.
 - Room logs must be completed on the day that husbandry and observations are made. All entries must be initialed by the lab member completing the activities.
- Do Not Enter signs will be observed unless there is an emergency or prior permission to enter has been granted. If permission is granted by the PI or their authorized contact, it is only valid for the specific date and time unless expressly extended to other occasions.
- Signs must identify the periods of allowable entry. Arrangements for Laboratory Animal Resources personnel to telephone or notify research personnel before room entry will not be accommodated.
- Research staff must notify LAR or the FSU ACUC in a timely manner of all unexpected deaths; all injured, ill, or abnormal animals; and all facilities-related issues that have the potential to impact the animals and animal care operations.
- As applicable, these areas are included in regular rounds by LAR veterinarians and/or supervisory staff; semi-annual inspections by the FSU Animal Care and Use Committee; unannounced inspections by the USDA-APHIS Veterinary Medical Officer; triannual visits by the AAALAC-International accreditation team; and other visits and inspections that are deemed necessary (other oversight/regulatory bodies, funding agencies, etc.).
 - The Public Health Service Policy on Humane Care and Use of Laboratory Animals requires the Animal Care and Use Committee to inspect at least once every six months all of the institution's animal facilities using the Guide for the Care and Use of Laboratory Animals as a basis for evaluation. If a semi-annual Animal Care and Use Committee (ACUC) inspection is scheduled, upon notification of the inspection date, the PI or research team member must inform the ACUC Coordinator of any limitations on entry into animal holding and procedure rooms in advance so that alternative arrangements for inspecting the space can be made, provided the alternate date occurs within 7 months of the previous semi-annual inspection for that facility. Failure of the investigator to notify the ACUC in advance and make alternate

arrangements to complete the inspection will be noted on the semi-annual evaluation and reported to the ACUC.

- If an unannounced inspection by a USDA-APHIS Veterinary Medical Officer occurs, LAR will make every reasonable attempt to contact research personnel in advance of entry into limited access animal holding and/or procedure rooms. Federal regulations require that USDA inspectors be allowed access to animal holding and use areas for regulated species. Refusal to allow an inspection is a serious non-compliance issue. If research personnel cannot be contacted, inspectors will be provided escorted access to the room. Caution will be taken to minimize disruptions to ongoing experiments.
- If a triennial AAALAC International accreditation site visit is scheduled, upon notification of the site visit date, the PI or research team member shall inform the ACUC Coordinator of any limitations on entry into animal holding and procedure rooms in advance so that alternative arrangements for visiting the space can be made.

Failure to comply with the above may result in disruption to ongoing research or be investigated as an issue of non-compliance.

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