



# Institutional Animal Care and Use Committee

Effective Date: September 2017

Reviewed or Revised Date: October 2018

<b>Policy:</b>	Security Access to the Animal Resources Core Facility
<b>Purpose:</b>	Control access to the ARCF to the faculty, staff and contractors necessary
<b>Applicable To:</b>	UMass Boston Research Community

This is a locked facility and access needs to be requested for all faculty, staff, students, contractors, and visitors. The request is reviewed and approved by ORSP and the Department of Public Safety.

Please note: Prior to requesting access, faculty, staff, and students must have a UMass Boston BeaconCard obtained through the Department of Public Safety, be associated with an approved IACUC protocol and have received occupational health and safety survey clearance.

1. The PI (or delegate with a copy to the PI) should email their request to [arcf@umb.edu](mailto:arcf@umb.edu).  
The body of the email should include the following:
  - a. Requests for students should include: student name, student ID#, and IACUC protocol number(s), and room numbers
  - b. Requests for contractors and visitors should include a name, his/her institution or agency and purpose of the animal facility visit, date(s) involved, and contact information for the host
    - i. Note: An employee must accompany all visitors the entire time they are in an animal facility. Contractors and visitors must comply with all applicable policies and procedures required of staff. Additional restrictions may also apply (i.e. removing documents, records, or animals, and taking photographs or making recordings).
2. The ARCF staff will confirm protocol affiliation, identify rooms in which access will be necessary, and forwards requests to the Department of Public Safety
3. Once processed, the P.I. and student will receive an 'Access Activation' email notice
4. ARCF staff will provide a general facility orientation