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TITLE	:	IACUC Visitor Policy
SCOPE	:	Any request to visit a Northwestern University (NU) animal housing or use space by anyone not listed on an approved NU animal study protocol or without facility access.
SOP OWNER	:	Institutional Animal Care and Use Committee
PURPOSE	:	To describe the NU vivarium visitor policy.
RELATED DOCUMENTS	:	CCM – Hazard Information and Attestation Form Office of Risk Management – Visitor and Volunteer Lab Agreement University – Research Visitors Policy IACUC – Policy on Audio and Visual Recording in Animal Use Spaces

I. General

Northwestern University (NU) animal facilities are open for inspection by members of the Institutional Care and Use Committee (IACUC) and representatives of inspecting or accrediting agencies, such as the United States Department of Agriculture, the National Institutes of Health, AAALAC, International and other agencies, as required by law. Access to animal facilities by other visitors is restricted and monitored to protect the health and safety of both visitors and research animals and to avoid disrupting research activities. Examples of when visitors may be permitted to enter animal facilities include collaborative projects, a training or educational effort, vendor visits or to promote awareness of the importance of working with animals in research.

II. Definitions

Regulatory Visitor: A member of one or more federal oversight bodies or accreditation agency requiring access to the animal facility and/or laboratory animal use areas for oversight activities.

Research Visitor: any person that is not assigned as personnel on an animal study protocol needing temporary access to the animal facility and/or laboratory animal use areas.

III. Policy

- A. Visitors must follow the University – [Research Visitors Policy](#). Implementation steps can be found on the [Office for Research HR Administration](#) page.
Note: Each school and affiliate (Lurie Children's Hospital and Shirley Ryan Ability Labs) may have additional requirements and guidance in this area.
- B. Visitors must be accompanied and directly supervised by a CCM staff member, a Principal Investigator, or their designees and must abide by all personal protective equipment requirements and animal facility policies and procedures.
- C. Visitors are not permitted to handle or touch animals.
- D. Requests for exceptions may be granted for one-time visits where experts, consultants, or instructors need to handle animals. The following documentation must be provided for review and approval to the IACUC Office at acuc@northwestern.edu:
 1. IACUC approval at the home institution or documentation of expertise,
 2. documentation of relevant animal training experiences,
 3. occupational health clearance or similar documentation from home institution.
- E. Persons with animal allergies are advised not to visit the animal facility or laboratory animal use spaces.
- F. Visitors are not permitted to take photographs or video/audio recordings while in the animal facility or animal use spaces except as approved for study-related purposes and must comply with the IACUC – Policy on Audio and Visual Recording in Animal Use Spaces.

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- G. All visitors to the animal facility are required to complete:
1. the CCM – Hazard Information and Attestation Form. The form may be completed online or submitted to the CCM Office or ccmgeneralmail@northwestern.edu. Visitors under eighteen (18) years of age must have the form signed by their parent or guardian.
Note: Except for regulatory site visitors, non-NU affiliated visitors must submit the form at least 48 hours in advance of the visit.
 2. Non-NU affiliates must complete the Office of Risk Management – [Visitor and Volunteer Lab Agreement](#) and submit the signed agreement to risk@northwestern.edu. Visitors under eighteen (18) years of age must have the form signed by their parent or guardian.
 3. Public tours and/or groups greater than 4 people are not typically allowed in the animal facility but exceptions will be reviewed on a case-by-case basis. Exceptions for public tour requests and/or groups greater than 4 must be submitted to the Center for Comparative Medicine (CCM) Attending Veterinarian or designee at least five business days in advance of the requested tour date.
- H. Non-NU affiliated visitors to animal housing and use spaces outside of the animal facility are required to complete the Office of Risk Management – [Visitor and Volunteer Lab Agreement](#) and submit the signed agreement to risk@northwestern.edu. Visitors under eighteen (18) years of age must have the form signed by their parent or guardian.
- I. Any other exceptions to this policy must be approved by the IACUC.