

DOCUMENT NUMBER	IACUC APPROVAL DATE	PAGE
Policy 227	10/17/2024	Page 1 of 2

TITLE	:	Vivarium Visitor Policy
SCOPE	:	Any request to visit a Northwestern University (NU) animal facility 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 CCM – Visitor Declaration of Compliance Office of Risk Management – Visitor and Volunteer Lab Agreement

I. General

Northwestern University (NU) animal facilities are open for visitation 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. Policy

- A. Visitors must have access approved by the Executive Director of the Center for Comparative Medicine (CCM) or their designee (veterinarians, Director of Husbandry Operations, or a CCM Manager).
- B. Public tours and/or groups greater than 4 people are not typically allowed in the animal facility but will be reviewed on a case-by-case basis. Public tour requests and/or groups greater than 4 must be submitted to the Executive Director at least five business days in advance of the preferred requested tour date.
- C. Visitors must always be accompanied and directly supervised by the Executive Director, a Principal Investigator, or their designees and must abide by all personal protective equipment requirements and animal facility policies and procedures.
- D. Visitors are not permitted to handle or touch animals.
- E. Under circumstances where visiting scientists or trainers need to handle animals, they must be added to the relevant PI's approved animal study protocol (ASP). In addition, these visitors must provide documentation of relevant animal training experiences, and all visitor activities must be approved by the Institutional Animal Care and Use Committee (IACUC).
- F. Persons with animal allergies are advised not to visit the animal facility.
- G. Visitors are not permitted to take photographs or video/audio recordings while in the animal facility.
- H. All visitors and volunteers are required to complete the Risk Management [Visitor and Volunteer Lab Agreement](#) and submit the signed agreement to risk@northwestern.edu.

Note: The Lab Waiver form requires parental consent for any underage persons participating in laboratory activities.

III. Visiting Scholars

All Visiting Scholars at Northwestern University are required to maintain adequate health insurance coverage as a condition of their approved stay. The Office of Risk Management offers international scholars an insurance and benefits package, the Visiting Scholar Plan (VSP) that meets Northwestern's

DOCUMENT NUMBER	IACUC APPROVAL DATE	PAGE
Policy 227	10/17/2024	Page 2 of 2

minimum health insurance requirements. Participation in the VSP is mandatory unless a waiver is filed and approved with the Office of Risk Management. More information about this requirement and the Visiting Scholar Plan can be found on the [Risk Management website](#).