Persons Responsible
All Painter Center users.

Purpose
To describe the requirements and procedures for entry and exit of the Painter Center for Laboratory Animal Care at Colorado State University to maintain biosafety and biosecurity as recommended by the Biosafety in Microbiological and Biomedical Laboratories (BMBL) manual.

Safety Considerations
PRINCIPAL INVESTIGATORS (PI) ARE RESPONSIBLE FOR THE SAFETY AND TRAINING OF THEIR STAFF

Procedure
The Painter Center consists of Administrative Offices and animal containment and support facilities. The facility is available 24 hours per day, 7 days per week and 365 days per year to staff and investigators with magnetic key card access (see LAR SOP #LGP 003 Painter Center Entry/Exit - C-cure Key Card Access). The Administrative Offices are open to staff, investigators and the general public between 7:30 AM and 4:00 PM, Monday through Friday (except holidays and lunch breaks).

Building Entry:

1. Enter the Painter Center via personnel entry doorways on the south and west sides of the building.
   1.1 The southwestern doorway is the primary “public” entrance and is open (except as noted above) during regular business hours (key card access is available at all other times).
   1.2 The southeastern doorway is the LAR Animal Care staff entrance (key card access is required at all times).
   1.3 The western doorway provides an alternative entrance to the LAR Administrative Offices (hard key access is required at all times).

2. Sign into the Painter Center Biocontainment Entry/Exit Log if a biocontainment barrier (B-wing and/or D102) is the intended destination (see LAR SOP #LGP 002 Painter Center Entry/Exit Logs).

3. Enter the appropriate, gender specific locker room and don facility attire, including facility specific clothing and footwear prior to entry into the vivarium.
   3.1 LAR provides a variety of facility specific footwear.

   • Communal footwear (clog type shoes available in the alcove outside the Painter Center women’s locker room).
   • Dedicated personal facility shoes for LAR staff members.
• Dedicated rubber, calf length boots for use in the Dirty Side Cage Wash (available at the staff entrance/foyer).
• Shoe covers for use over street shoes (available in the Painter Center locker rooms).
• Facility footwear must not be worn outside the Painter Center (except as noted in 3.2 and 10-12 below) or into the administrative office area.

3.2 LAR provides facility specific clothing including socks, scrubs and white cloth lab coats.

• LAR staff must wear facility scrubs, socks, footwear and dedicated, room specific, lab coats during the performance of all animal husbandry duties.
• Investigator staff may, at their own discretion, choose to wear facility scrubs in lieu of the street clothing option in 3.3 below.
• Individuals dressed in facility scrubs and footwear need not wear white lab coats in the vivarium hallways and common areas.
• Facility attire must not be worn outside the Painter Center except:
  o For travel to satellite facilities during, or for the purpose of performing work related duties. Wear street footwear and a white cloth lab coat over facility attire during transit.
  o To aid in unloading newly received deliveries of materials, equipment and supplies at the Painter Center Clean Side loading dock. Wear street footwear, or shoe covers over facility footwear, and a white cloth lab coat over facility attire.
  o For travel to the Dirty Side Cage Wash facility as described in 11-13 below. Wear a white cloth lab coat over facility attire.

3.3 Street clothing option:

• Remove street socks and footwear.
• Don facility socks, footwear and a white cloth lab coat over street clothes.
• Remove the white cloth lab coat in the vivarium only when entering Necropsy or other rooms requiring and providing additional, room specific attire or PPE that is not compatible with the lab coat.

OR

3.4 Facility attire option:

• Remove street clothing and footwear.
• Remove undergarments, jewelry and accessories if ABSL-3 biocontainment barrier (B-wing and/or D102) entry is planned.
• Don facility socks, scrubs and footwear.

4. Read and heed the Required Personal Protective Equipment (PPE) signs posted at the vivarium entrance and at each animal room entrance. Required PPE is variable between different areas and animal rooms.

5. Enter the vivarium (key card access is required).

6. Step in the central disinfectant footbath at the vivarium entrance. Thoroughly dampen the soles of both shoes. Refresh/replenish the footbath disinfectant as required.

   Exception: Do not step in this, or any other footbath, when wearing absorbent fabric shoe covers. Moisture compromises their integrity and effectiveness.
7. Spray the wheels of carts and dollies used to transport equipment and materials into the vivarium from offsite locations at the vivarium entrance with a broad range disinfectant.

**Conventional Room Entry/Exit** (animal rooms, necropsy, surgery/exam/procedure rooms and clean side cage wash).

8. Proceed to the desired room.
   
   8.1 Key card access may be required.
   8.2 Read and heed the Required PPE sign at the room entrance. Determine which PPE items must be acquired and donned prior to room entry and which items are available inside the room.
   8.3 Step in any additional area or room specific footbaths, if present. Refresh/replenish the footbath disinfectant as required.

9. Enter the room.
   
   9.1 Step in the room specific footbath, if present. Refresh/replenish the footbath disinfectant as required.
   9.2 Don a room specific lab coat.
   
   - Individuals choosing the “street clothing” option, 3.3 above, need not don a room specific lab coat but must retain and wear the white cloth lab coat into the room, except as noted.
   
   9.3 Don disposable gloves.
   9.4 Don any additional required, room specific, PPE.

10. Exit the room.
    
    10.1 Remove and store or discard, as appropriate, any additional required, room specific, PPE.
    10.2 Remove and store the room specific lab coat. Replace as needed.
    10.3 Remove and discard the disposable gloves.
    10.4 Wash your hands.
    10.5 Step in the room specific footbath, if present.
    10.6 Step out of the room.
    10.7 Proceed to the next scheduled duty.
    
    **OR**
    
    10.8 Shower out, as required, from necropsy and contaminated animal rooms before proceeding to the next scheduled duty.

**Dirty Side Cage Wash Entry/Exit:**

11. Proceed as described in 3 above except, don dirty side specific rubber boots and a white cloth lab coat.

   11.1 Confine Dirty Side specific rubber boots to Dirty Side Cage Wash, the dirty dock area and the exterior pathway between the Dirty Side Cage Wash exterior doorway and the LAR Animal Care staff entrance/foyer.
   11.2 Exit the LAR staff entrance/foyer area and proceed to the dirty dock.

12. Enter dirty side cage wash.
12.1 Re-enter the building at the exterior double door entrance to Dirty Side Cage Wash (key card access is required).
12.2 Remove and store the white cloth lab coat.
12.3 Don additional PPE, as required or by personal preference.


13.1 Remove and store or discard additional PPE, as appropriate.
13.2 Don the previously stored white cloth lab coat.
13.3 Proceed to and re-enter the building at the LAR Animal Care staff entrance.
13.4 Remove rubber boots and return to storage.
13.5 Enter the appropriate locker room.
13.6 Remove remaining facility attire and place in the appropriate laundry container(s).
13.7 Shower and don clean facility attire before entry into the vivarium or any other animal area or facility.

OR

13.8 Don street clothing and exit the facility (See 13-19 below).

D101 Entry/Exit: (see LAR SOP #LGP 004 Painter Center Entry/Exit—D101).

Necropsy Entry/Exit: (see LAR SOP #LGP 006 Painter Center Entry/Exit—Necropsy)

ABSL-3 Material Transfer Airlock Entry/Exit: (see LAR SOP #LGP 007 Painter Center Entry/Exit—ABSL-3 Material Transfer).

ABSL-3 Barrier Entry/Exit: (see LAR SOP #LGP 005 Painter Center Entry/Exit—ABSL-3 Biocontainment Barriers).

14. Mock BSL-3 Training (Unit #3) is required for all LAR and investigator staff.

Facility Exit:

15. Step in the central disinfectant footbath at the vivarium entrance. Thoroughly dampen the soles of both shoes. Refresh/replenish the footbath disinfectant as required.

16. Exit the vivarium and enter the appropriate locker room.

17. Remove facility attire and footwear. Place in the appropriate laundry containers or storage locations.

18. Shower, as needed, and don clean facility attire for animal facility entry/re-entry.

OR

19. Don street clothing and footwear.

20. Sign out of the Painter Center Biocontainment Entry/Exit Log by entering the “time out” (24 hour clock) if biocontainment entry was made.

21. Exit the building.
STANDARD OPERATING PROCEDURES  
LABORATORY ANIMAL RESOURCES (LAR)  
COLORADO STATE UNIVERSITY (CSU)

LAR SOP # LGP 003

Category: LAR—General Procedures

Title: LAR Entry/Exit—Magnetic Key Card Access

Approved by: Lon Kendall  DVM, PhD—Director—LAR

Signature: ____________________________ Effective Date: 9/18/2014

Revision Date: 12/10/2014

Persons Responsible
All LAR users.

Purpose
To describe the requirements and procedure to attain magnetic key card access to the Painter Center for Laboratory Animal Care and LAR managed vivaria in multiple satellite facilities.

Safety Considerations
Some facilities or portions of facilities managed or serviced by LAR include Animal Biosafety Level 3 (ABSL-3) vivaria and/or laboratories. These facilities may contain potentially harmful zoonotic pathogens and/or Select Agents. They require significant biosafety training (see 7 below) before unescorted access is granted.

PRINCIPAL INVESTIGATORS (PI) ARE RESPONSIBLE FOR THE SAFETY AND TRAINING OF THEIR STAFF

Procedure
Magnetic key card access is required for unescorted access to the Painter Center and multiple satellite facility vivaria. The magnetic key card access system provides enhanced security and biosecurity. It must be authorized by, and is the responsibility of, the requestor’s PI and is provided for most CSU facilities by the C-cure system, using the CSU issued “RamCard” photo ID with embedded magnetic chip and administered by the CSU Facilities Services department. Magnetic key card access to the Infectious Disease Research Center (IDRC) is maintained independently, on a different system, by the IDRC. Individual key card access can be customized to limit points of access, as needed. Individuals without key card access must be escorted by at least one individual with key card access. The escort is responsible for the safety and actions of the escorted individual(s).

1. Obtain a CSU “RamCard” photo ID card.
   1.1 Proceed to the RamCard Office.
   1.2 Present a valid government issued ID, e.g., driver’s license, passport, military ID, etc.
   1.3 Request a C-cure compatible ID card with embedded microchip.
      
      • All cards issued after May 8, 2014 have an embedded microchip and are C-cure compatible.
      • Some cards issued prior to May 8, 2014 do not have an embedded microchip and are not C-cure compatible. Replace, as needed.

   1.4 The cost of the ID card is the responsibility of the individual and/or his employing department.
2. Schedule the required LAR facility orientation tour(s).
   
   2.1 Contact LAR Key Card Administrator(s) through the LAR Reception Desk to arrange Painter Center and non-IDRC satellite facility tours.
   2.2 Contact the LAR Foothills Campus Animal Care Supervisor through the LAR Reception Desk to arrange IDRC tours.

   
   3.1 Online Risk Assessment Form. Open and print the e-mail receipt.
   3.2 Animal Exposure Surveillance Questionnaire
   3.3 Respirator Use Surveillance Questionnaire
   3.4 Biological Exposure Surveillance Questionnaire

4. Read and understand the Research Staff Orientation Standard Operating Procedures (SOPs) Manual, available electronically on the LAR website or, in hard copy form, from the LAR Administrative Offices.

5. Complete an LAR Magnetic Key Card Access Request Form (see Appendix) available electronically on the LAR website or, in hard copy form, from the LAR Administrative Offices.
   
   5.1 Enter personal information.
   - Name
   - Date
   - E-mail Address
   - CSU ID Number
   - Title/Position
   - Home Address, Including City, State and Zip Code
   - Personal Phone Number
   - Work Phone Number
   - Emergency Contact Name and Phone
   - Principle Investigator Name
   - Department Name
   - Authorizing Individual, Including Printed Name and Signature

5.2 Choose the facilities, vivaria and portions of vivaria to which you are requesting access. LAR controls and grants access to the Painter Center and Rampart Canine facilities. Access to the remaining facilities is controlled and granted by those facilities. Additional documentation, orientation and training may be required by those facilities prior to being granted unescorted access (see 7, below).
   
   - Painter Center
     - General Access
     - B-wing ABSL-3 (Requires additional biosafety training)
     - C-Wing
     - D101 Transitional Animal Holding Suite
     - D102 ABSL-3 (Requires additional biosafety training)
     - North and South Loading Docks
- Pathology Building
- Rampart Canine Facility
- Animal Reproduction and Biotechnology Laboratory (ARBL)
- Veterinary Teaching Hospital (VTH)
- Infectious Disease Research Center (IDRC) ( Requires additional biosafety training)
  - Biohazards Research Building (BRB)
    - Bulk Culture/Immunology
    - Discovery Suite
    - Virology
  - Regional Biocontainment Laboratory (RBL)
    - ABSL-2 Vivarium
    - ABSL-3 Vivaria
  - Research Innovation Center (RIC)
    - ABSL-2 Vivaria
    - ABSL-3 Vivarium

6. Submit a completed LAR Magnetic Key Card Access Request Form and the Online Risk Assessment Form receipt to the LAR Key Card Administrator(s).

7. Complete the scheduled facility orientation tour(s) (see Appendix—Painter Center Tour).

8. Complete any required facility specific biosafety training.

8.1 Unescorted entry to Painter Center B-wing and D102 biocontainment barriers requires:

- BSL 1,2 and 3 Concepts Online Training
- Medical Clearance from the Occupational Health and Safety Program (see 4.3 above)
- N95 Initial Online Training and N95 Fit Test (Also required for escorted entry)
- Mock BSL-3 Training, including Biological Safety Cabinet Training
- Mtb Characteristics and Symptoms Online Training (Unit 4-Mtb)
- Lab Specific In-Barrier Training

8.2 Unescorted entry to the IDRC, depending on the specific access needed, requires some or all of the following:

- IDRC Facility Orientation
- BSL-1,2 and 3 Concepts Online Training
- Medical Clearance from the Occupational Health and Safety Program (see 4.3 above)
- N95 Initial Online Training and N95 Fit Test (Also required for escorted entry)
- Mock BSL-3 Training, including Biological Safety Cabinet Training
- Select Agent Characteristics and Symptoms Online Training
- Lab Specific In-Barrier Training
- Select Agent Regulations Online Training
• Autoclave Training
• Select Agent Security Risk Assessment
• Tier 1 Suitability Evaluation, if applicable

9. Contact facility specific Key Card Administrator(s) for activation of the requested key card functions upon completion of steps 1-7.

9.1 Key cards are issued only to individuals, not to “Labs” or “Groups”.

9.2 Every key card holder must swipe his personal key card on the key card reader at every key card controlled access point.

• Do not loan your personal key card to anyone else.
• Do not borrow a personal key card from anyone else.
• Do not “piggyback” (allow more than one person to enter any access point on a single key card swipe except for escorted guests and visitors).

9.3 If you forget to bring your magnetic key card:

• LAR maintains a limited supply of Painter Center “Visitor/Loaner” key cards, available for checkout, at the LAR Reception Desk.
• The IDRC does not offer “Loaner” key cards. You must retrieve your personal key card prior to facility entry.

9.4 Report lost or stolen magnetic key cards.

• Report lost or stolen C-cure magnetic key cards to the LAR Key Card Administrator(s) and the RamCard Office for deactivation.
  o Submit a new, updated, LAR Magnetic Key Card Access Request Form to the LAR Key Card Administrator(s).
  o Request a replacement “RamCard” ID from the RamCard Office.
  o The replacement fee is the responsibility of the key card holder and/or his department.

• Report lost or stolen IDRC magnetic key cards to IDRC Operations for deactivation.
  o The replacement fee is the responsibility of the key card holder and/or his department.

9.5 Key card holders are responsible for the use, authorized or unauthorized, of their key cards. Misuse or abuse of key card privileges or failure to meet the conditions of this document could result in denial or revocation of key card access.

9.6 Key card access to the Painter Center Necropsy and Surgery Suites is managed separately and arranged through the LAR Veterinary and Technical Services department and/or the LAR Reception Desk, as needed (see LAR SOP #LGP 022 Animal Procedure Rooms—Painter Center).

Appendix:
• LAR Magnetic Key Card Access Request Form
• Infectious Disease Research Center Keycard Request Form
• Microbiology, Immunology and Pathology Key/C-cure Access Request Form
• Painter Center Tour
LAR Magnetic Key Card Access Request Form

Requesters must enroll in the CSU Occupational Health and Safety Program, complete orientation tours of the Painter Center and satellite animal facilities and read and understand the Research Staff Orientation Standard Operating Procedures (SOPs) Manual before unescorted access is granted.

Additional biosafety training is required to receive unescorted access to ALL ABSL-3 laboratories.

The Infectious Disease Research Center (IDRC) provides and requires additional, facility specific, orientation and biosafety training before granting unescorted access to their facilities.

Name: ___________________________ Date: ___________________________
Email: ___________________________ CSUID: ___________________________

Your Title/Position (e.g. Animal Care Tech, Student Hourly, RA, PI, etc.) ____________________________________________________________
Home Address: ______________________________________________________
City: ___________________________ State: ___________________________ Zip: ___________________________
Personal Phone #: ___________________________ Work Phone #: ___________________________
Emergency Contact Name: ___________________________ Phone #: ___________________________

PI Name: ___________________________ Department Name: ___________________________

Authorizing Individual: (Printed Name) ___________________________ (Signature) ___________________________

Check the areas you are requesting access to:

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<th>Others</th>
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<td>□ Rampart K-9</td>
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<td>□ RIC</td>
<td>□ Pathology</td>
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<td>□ BRB Virology (ABSL-3)</td>
<td>□ ARBL</td>
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<td>□ BRB Immunology (ABSL-3)</td>
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<td>□ B-Wing (ABSL-3)</td>
<td>□ BRB Discovery (ABSL-3)</td>
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<td>□ RBL Pods (ABSL-3)</td>
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DO NOT write below this line. For LAR Use Only

Painter Center Tour by ___________________________ Date ___________________________ LAR SOP Training Verified by ___________________________ Date ___________________________

CHSR Enrollment Verified by ___________________________ Date ___________________________ Biosafety Training Verified by ___________________________ Date ___________________________

Painter Center Access Granted by ___________________________ Date ___________________________ ___________________________

Added to Training Database by ___________________________ Date ___________________________

Satellite Tour by ___________________________ Date ___________________________

IDRC: Date ___________________________ Pathology: Date ___________________________ Rampart: Date ___________________________ ARBL: Date ___________________________ VTH: Date ___________________________

NOTES: ____________________________________________________________

Revised 12/1/2014 date.
Infectious Disease Research Center Keycard Request Form

Instructions:
Please fill out the keycard request form with signatures and email idrc-keycard@colostate.edu to schedule an appointment.
General access is given to all who presents CSU ID # and completes the Infectious Disease Research Center Facility Orientation online training
To take the training online: https://www3.colostate.edu/wsm/BWS/TrainReg/OnlineClass/IDRC_Facility_Orientation/Train.aspx

Requestor's Personal Information

First Name

Last Name

Gender

Female

Male

Bldg./Office Location

Primary Phone #

Email Address

CSU Extension

Department/Business

Secondary Phone # (Optional)

CSU ID#:  

CSU Ext:

Principal Investigator (PI)/Supervisor

Have you filled out your Occupational Health Risk Assessment Form?  

☐ Yes  

☐ No  

If no, see below.

It is the requestor’s responsibility to fill out the Risk Assessment form online at http://www.ehs.colostate.edu/WOHSI/Home.aspx. If you do not have a CSU ID#, email idrc-coordinator@colostate.edu for a CSU ID# request form.

Additional Access:

General Building, Safety, and Operating Procedures

Security

• Report any suspicious individuals or activity to the IDRC staff immediately.
• Do not block or prop open any entry, exit, or fire doors; do not obstruct exit routes, doors, or stairwells.
• Do not use elevators in the event of an emergency.
• Everyone must scan their keycard. Ensure that all doors and gates are closed completely before leaving area.
• Report to IDRC Staff immediately when your keycard is lost or stolen to have it deactivated.
  - The IDRC staff will deactivate the keycard and will report this to the Responsible Official.
  - There will be a $25 fee for replacing lost keycards.
• If you forget your keycard at home, you must retrieve it.
  - Loaner keycards will not be issued.
• Report to your Lab Manager or PI when you will no longer be working at the IDRC facility.
  - Lab Managers and PIs are responsible for informing the IDRC Staff and the Responsible Official that their employees/student is no longer working at the IDRC facility.
  - Information can be sent via phone or email.
  - The IDRC staff will deactivate the keycard and will report this to the Responsible Official.
  - Keycards can be returned to the RUC Front Desk or to IDRC Facility Safety.
  - Your information will be removed from the keycard system and email notification list.

Safety

Every employee, contractor, renter, and visitor is responsible for their personal safety and has the responsibility and authority to stop unsafe behavior and correct and/or report unsafe conditions.

• Report all unsafe behavior, near misses, and Incidents to the IDRC staff or Environmental Health Services.
• Know where all fire extinguishers, first aid kits, eye wash stations, emergency showers, pull down stations, emergency shelters, and Automated External Defibrillators (AEDs) are located.

(Over)
Emergency Preparedness

- In the Event of a Fire Alarm:
  - Evacuate the building in an orderly manner using the closest available exit.
  - Detailed evacuation maps are posted throughout the buildings.
  - Gather outside the main gates designated by a "rally point" sign.
  - Stay at your rally point until further notice is given by one of the IDRC staff.
  - Anyone wanting to leave the rally point area must check out with an IDRC staff member.

- In the Event of a Tornado:
  - All personnel are to proceed to the nearest Emergency Shelter.
  - Stay away from any exterior doors or windows.
  - Stay in the Emergency Shelter area until the IDRC staff gives the "All Clear".

- To see if the University has closed due to snow, dial 491-SNOW (7669).
- For emergencies dial 911; non-emergency 491-6425 (CSUPD).
- IDRC main office contact is 491-8822.

Requestor's Signature

Date

Additional Access Areas (Completed by PI/Supervisor)

Room specific requests or upgrades in access need to be submitted by the PI/Supervisor to the IDRC Facility Safety Coordinator via email.

Miscellaneous Areas Access
- Infectious Disease Annex (IDA)
- MIP Trailers
- Arthropod-borne and Infectious Diseases Laboratory (AIID)
- Good Manufacturing Building (GMP)
- BRB Shipping and Receiving
- BioMARC Trailer

BSL2 Access (additional training required)
- RIC 1st Floor
- RBL Media Prep
- GP Suite B1122
- Maintenance/Mechanical
- Small Animal Research Annex (SARA) Labs

Non-Select Agent BSL3 Access (additional training required)
- TB Suites (BRB)

BSL3 Access (additional training required)
- Pod 1 (RBL)
- Pod 2 (RBL)
- Pod 3 (RBL)
- Phase III (RBL)
- Discovery Suite (RBL)
- PD Suite B133/B130 (RBL)

Select Agent BSL3 Access (additional training required)
- Animal Disease Laboratory (ADL)

If access to ADL is only granted by Dr. Richard Bowen.
† Access to the GP Suite B1122 is only granted by Dr. John Belisle.
* Access to SARA is only granted by Dr. Candace Mathision or Dr. Jeanette Hayes-Klug.

Additional Notes:

Principal Investigator's (PI)/Supervisor's printed name and signature
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Painter Center Tour

Key Card Access:

- Complete LAR Magnetic Key Card Access Form (signed by PI or Lab Manager).
- Register online for the Occupational Health Program.
- Read the Research Staff Orientation Standard Operating Procedures.
- Tour Painter Center and other applicable satellite facilities.

Painter Center Reception Desk:

- Introduce the Receptionist.
- Explain how to use the key card for building entry (business hours and 24/7 access).
- Explain the Reception Desk Logs, including the Painter Center Biocontainment Entry/Exit Log and the Transitional Animal Check-Out Log.
- Point out the D101 Transitional Animal Holding suite entrance.
- Point out the “Dead Cage Card” File Box. Explain how cage cards relate to billing.

Painter Center Floor Plan:

- Point out all building emergency exits and rally points. Reinforce during the tour.
- Point out the locations of fire alarms and extinguishers. Reinforce during the tour.
- Point out eyewash and emergency shower locations. Reinforce during the tour.
- Point out Animal Care Program Expectations and Reporting Animal Welfare Concerns signage.

Facility Attire/Locker Rooms:

- Ask the tour group to don facility attire, including a lab coat over street clothing and facility footwear. Point out where these items are available.
- Describe separate laundry bins for socks, scrubs, lab coats and towels on building exit.

Vivarium Entrance:

- Point out the “Required PPE” signage describing the minimum acceptable PPE to pass through the doorway. Look for similar signage at every animal room entrance.
- Demonstrate use of the key card. Every card holder must swipe at every controlled entrance, no “piggybacking”.
- Enter the vivarium.
- Use and explain the vivarium entry footbath and the shoe cover exception.
- Orient the tour group. Point out:
  - The Dirty Side Cage Wash entry through double blue doorway to the right (east). This entry is primarily for soiled equipment/materials/trash going to Cage Wash.
These materials must be covered through vivarium hallways. Explain how equipment can be positioned at or pushed through these doors but that people must not cross the threshold. Mention the Dirty Dock entrance for equipment from satellite facilities.
- The Quarantine room (C103) for temporary housing of non-VAF animals.
- The C-wing entrance straight ahead (north). C-wing access is restricted to mouse users whose animals are housed within.
- The LAR laundry facility.
- Bulletin/white boards used by LAR staff to plan and document animal care duties.
- The D-wing entrance to the left (west). D-wing houses a variety of species, and is the primary travel route through the vivarium.

**Tour C-wing:**

- Point out the C113 Manipulation room, currently CWD only.
- Point out different room configurations and caging systems.

**Tour Clean Hall:**

- Point out Clean Side Cage Wash, autoclave, clean equipment storage, the double door Clean Dock entry, the Receiving room and the climate controlled Feed Storage room.
- Discuss separate Clean/Dirty Docks and Trucks.
- Point out the highly restricted B-wing biocontainment barrier entry, including locker rooms, autoclaves and Material Transfer airlocks.

**Tour D-wing:**

- Point out the dry goods storage and the environmental enrichment storage rooms. Discuss EE philosophy.
- Point out the surgery suite and the D118 manipulation room, available by reservation.
- Point out different room configurations and caging systems.
- Point out the Necropsy room, available by reservation, and its function.
- Point out the highly restricted D102 biocontainment barrier entry, including locker rooms, an autoclave and a Material Transfer airlock.
- Point out the D101 Transitional Animal Holding suite, its function and its connection to the Main Entrance/Reception area.
- Discuss Work Order, Animal Transfer and Cage Card request Forms.

**Conclude the Tour:**

- Ask for questions.
- Return facility attire to the locker rooms
- Sign off on the appropriate lines of the LAR Magnetic Key Card Access Request Form.
- Release the tour group.
Persons Responsible
All Painter Center Users

Purpose
To describe the procedure for entry and exit of both personnel and animals to and from the D101 Transitional Animal Holding Suite to minimize the potential for cross contamination of animal pathogens.

Safety Considerations
NOTE: THE PI IS RESPONSIBLE FOR THE SAFETY AND TRAINING OF THEIR LABORATORY PERSONNEL.

Procedure
The D101 Transitional Animal Holding Suite is dedicated to the housing of animals whose study protocols require that they be periodically removed from and subsequently returned to the Painter Center. It provides a level of physical separation from the remainder of the Painter Center vivarium.

1. **Personnel entry/exit via the Administrative Offices hallway.** This entrance is used primarily by investigators and is located immediately inside the Painter Center “public” entrance. Prioritize work, when possible, in all other conventional vivarium rooms and spaces to be completed first before entry into the D101 Transitional Animal Holding Suite. This section describes the entry/exit process for personnel wearing street clothing and street footwear.

   1.1 Enter the D101 anteroom and don shoe covers and a white lab coat.
   1.2 Proceed to the desired D101 animal room.
   1.3 Retain the white lab coat over street clothing on entry into the desired animal room in lieu of donning the room specific lab coat unless doing so interferes with donning any additional room specific Personal Protective Equipment (PPE).
   1.4 Complete scheduled duties.
   1.5 Remove any room specific PPE and store or discard as appropriate. Re-don the white lab coat if it was removed in step 1.3.
   1.6 Exit the animal room.
   1.7 Return to the D101 anteroom.

       • Investigators must not access the main Painter Center vivarium via the D-wing hallway entrance (see 1.11 below).

   1.8 Remove and discard the shoe covers.
   1.9 Remove and place the lab coat in the laundry container.
   1.10 Exit the anteroom into the Administrative Offices hallway.
1.11 Entry or re-entry into the Main Painter Center vivarium following D101 exit, while not preferred, is permissible via the main vivarium entrance, as needed.

- Proceed to the appropriate, gender specific locker room.
- Don clean facility attire including facility socks and footwear and either facility scrubs OR a white cloth lab coat over street clothing.
- Main vivarium entry MAY also require a full body shower, at the discretion of LAR Managers.

OR

1.12 Exit the facility.

2. Personnel entry/exit via the D-wing hallway. This entrance is used primarily by LAR Animal Care staff during the performance of routine animal husbandry duties. LAR staff will already be attired in facility clothing and footwear.

2.1 Obtain and transport any necessary equipment and supplies for the scheduled duties to the D101 D-wing entrance.
2.2 Enter the D101 central area, don shoe covers while crossing the threshold and distribute equipment and supplies to the desired animal room(s). Alternatively, if shoe covers are NOT used, facility footwear MUST be sprayed with a pathogen specific disinfectant when exiting the D101 suite (see 2.8 below).
2.3 Enter the animal room and don a room specific lab coat and/or any additional room specific Personal Protective Equipment (PPE).
2.4 Complete scheduled duties.
2.5 Remove the room specific lab coat and/or PPE and store or discard as appropriate.
2.6 Exit the animal room.
2.7 Spray the wheels of any transport cart(s) with a pathogen specific disinfectant while crossing the threshold from the D101 central area into the D-wing hallway.
2.8 Remove and discard shoe covers OR spray facility footwear with a pathogen specific disinfectant while crossing the threshold from the D101 central area into the D-wing hallway.
2.9 Cover and transport any carts and/or dirty equipment and supplies to the Dirty Side Cage Wash entrance.
2.10 Shower out before entering any other animal room or facility.

3. Animal entry/exit.

3.1 New, incoming animals are received into the Painter Center vivarium and are unpacked, housed in appropriate caging and delivered to destination animal rooms in the D101 suite as described in 2 above.
3.2 Progeny from "in house" breeding colonies are housed in appropriate caging and delivered to destination animal rooms in the D101 suite, as described in 2 above.
3.3 Existing animals may be temporarily transported to offsite laboratories for Institutional Animal Care and Use Committee (IACUC) approved experimental procedures.

- Prepare, in advance, by obtaining a clean sheet/pillow case (available from the LAR Administrative Offices) and, if necessary, a transport cart.
- Enter the D101 suite and the desired animal room as described in 1 above.
- Cover, with a clean sheet/pillow case, and remove the desired cage(s) from the D101 suite as described in 1 above.
- Enter the required information in the Transitional Animal Check Out log located at the Painter Center Reception Desk.
  o Investigator name
• Room number
• Cage Card number(s)
• Date out
• Signature
• Estimated return date (if applicable)

• Exit the facility
• Animals may be maintained off site, by the investigator, in investigator laboratories, for durations of not more than 24 hours.

3.4 Animals temporarily held off site for experimental procedures may be returned to the Painter Center D101 Transitional Animal Holding Suite.

• Cover the cage(s) with a sheet/pillow case during the return to the Painter Center.
• Enter the required information in the Transitional Animal Check Out log located at the Painter Center Reception Desk (Complete entries on the same line as previously used to check the animals out of the Painter Center).

  o Return date
  o Signature

• Enter the D101 suite as described in 1 above.
• Disinfect cages by wiping all exterior surfaces with pathogen specific disinfectant dampened paper towels. Supplies and instructions are available in the D101 anteroom.
• Return cages to the animal rooms from which they were removed.
• Perform cage changes for returning cages as required (see LAR SOP—Species Specific Husbandry).

3.5 Take additional precautions with cages of animals known or believed to be contaminated with animal pathogens or from offsite facilities known or believed to be contaminated with animal pathogens (see LAR SOP #AHGP 021 Contaminated Rooms—Entry/Exit).

4. Animal Carcass/Soiled Equipment Return. Carcasses of animals euthanized off site and any soiled equipment may be returned to the Painter Center (see LAR SOP #LGP 020 Animal Carcass/Soiled Equipment Return).

Add additional lines for each subsequent Review/Revision
### Transitional Animal Check Out Log

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Living animals MUST be returned to the Painter Center within 24 hours
Persons Responsible
Investigator staff
LAR Veterinary and Technical Services staff
LAR Animal Care staff

Purpose
To standardize the entry and exit of personnel to and from the Necropsy Room (D104) of the Painter Center for Laboratory Animal Care in order to maintain biosafety and biosecurity as recommended by the Biosafety in Microbiological and Biomedical Laboratories (BMBL) manual.

Safety Considerations
PRINCIPAL INVESTIGATORS (PI) ARE RESPONSIBLE FOR THE SAFETY AND TRAINING OF THEIR STAFF

Procedure
The Painter Center Necropsy Room is routinely used for the euthanasia of laboratory animals and the collection of body tissue and fluid samples as required by study protocol and/or for medical diagnostic purposes. Prioritize work, when possible, in all other conventional vivarium rooms and spaces to be completed first before entry into the necropsy room. The Personal Protective Equipment (PPE) required to enter the Necropsy room is variable dependent on the intent to perform open cage/culture work or the presence of open cage/culture work being performed by others.

1. Reserve the Necropsy Room at least 24 hours in advance to assure availability of the space if the anticipated use will require a significant block(s) of time (see LAR SOP #LGP 022 Animal Procedure Rooms—Painter Center).

2. Enter the facility (see LAR SOP #LGP 001 Painter Center Entry/Exit—Personnel).

3. Enter the appropriate, gender specific locker room and don facility attire (see LAR SOP #LGP 001 Painter Center Entry/Exit—Personnel).
   3.1 Street clothing option.

   OR

   3.2 Facility attire option.

4. Proceed to the Painter Center necropsy room (D104).

5. Read and heed the Required PPE sign at the room entrance.
6. Key card access may be required.

7. Enter the Necropsy Room.

**Open Cage/Culture Work IS NOT Planned and IS NOT in Progress:**

7.1 Look through the window to verify that open cage/culture work IS NOT in progress.

7.2 Entry into and the Necropsy Room under these conditions, and when attired as listed above in 3.1 or 3.2, DOES NOT require any additional room specific PPE or other precautions.

**Open Cage/Culture Work IS Planned and/or IS in Progress:**

7.3 Look through the window to verify that open cage/culture work IS in progress.

7.4 Attract the attention of the current Necropsy Room user(s) and request permission to enter.

7.5 Don room specific PPE.

- Remove the white cloth lab coat, if attired as describe in 3.1 above, and store on the hooks provided outside the Necropsy Room doorway.
- Don room specific shoe covers while crossing the doorway threshold (This means a second set of shoe covers over any shoe covers already being worn, if attired as described in 3.1 above, or shoe covers over facility footwear, if attired as described in 3.2 above).
- Don a room specific lab coat.
- Don disposable gloves.

8. Exit the Necropsy Room. Necropsy Room exit MAY also require a full body shower and/or a change of attire, at the discretion of LAR Managers, before proceeding to the next scheduled work duty or to another animal facility.

**Open Cage/Culture Work WAS NOT Performed and WAS NOT in Progress:**

8.1 Exit from the Necropsy Room under these conditions, and when attired as listed above in 3.1 or 3.2, DOES NOT require any additional special precautions.

8.2 Wash your hands.

8.3 Step out of the room.

8.4 Proceed to the next scheduled work duty.

**OR**

8.5 Proceed to the appropriate gender specific locker room.

8.6 Remove facility footwear and attire.

- Deposit facility attire in the marked laundry container(s).
- Store facility footwear.

8.7 Don street clothing and exit the facility.

**Open Cage/Culture Work WAS Performed and/or WAS in Progress:**

8.8 Remove and store the room specific lab coat. Replace, as needed, when soiled or damaged.

8.9 Remove and discard the room specific shoe covers while crossing the doorway threshold (retain the first layer shoe covers if attired as described in 3.1 above).
8.10 Remove and discard the disposable gloves.
8.11 Don the previously stored white cloth lab coat, if attired as described in 3.1 above.
8.12 Proceed as described in 8.4-8.7 above.
Persons Responsible
All Painter Center users.

Purpose
To establish the requirements for PIs and their staffs to return animal carcasses and soiled equipment from offsite laboratories and locations to the Painter Center for Laboratory Animal Care.

Safety Considerations
PRINCIPAL INVESTIGATORS (PI) ARE RESPONSIBLE FOR THE SAFETY AND TRAINING OF THEIR STAFF

Procedure
Animals and animal caging may be transported off site by the PI and/or his staff to laboratories and locations not serviced by LAR Material Handlers. Animal carcasses generated off site may be returned to the Painter Center for storage and disposal. Soiled equipment must be returned to the Painter Center for cage wash processing.

1. Bag, seal and label animal carcasses.
   1.1 Use ziplock type bags for small species, trash bags for larger species.
   1.2 Use double autoclavable bags if autoclaving is required.
   1.3 AVOID OVERFILLING BAGS, regardless of species or bag size.
   1.4 Seal the bag.
      • Tie the top.
      OR
      • Use a twist tie, wire tie, etc.
      OR
      • Use tape or autoclave tape, as available.

2. Bag, seal and label soiled equipment, as described above, that are, or are believed to be, biohazardous.
   2.1 Use single autoclavable bags.
2.2 BREAK DOWN CAGING EQUIPMENT INTO STACKS OF INDIVIDUAL PARTS.
2.3 AVOID OVERFILLING BAGS.
2.4 USE CAUTION to avoid damage or punctures to the autoclavable bag while filling and during any subsequent handling.
2.5 Seal and label the bag(s) as described in 1.4 and 1.5 above.

3. Cover all soiled equipment with sheets/pillow cases, including bagged items, during transport to the Painter Center.

4. Submit an LAR Work Order Form (see LAR SOP #LF 004 Work Order Form) to request “special handling”, e.g., “Please autoclave these animal carcasses”, or “Please return this equipment to the investigator following cage wash processing”, prior to delivery.

5. Items presented in autoclavable bags will be assumed to be biohazardous and autoclaved unless directed otherwise.

6. Return animal carcasses to the Painter Center for storage and disposal.
   - Place sealed bags into the freezer located in the D101 anteroom.
   - LAR personnel will retrieve and transport animal carcasses for incineration as needed.

7. Return soiled equipment to the Painter Center for Cage Wash processing.
   - Place soiled equipment into the soiled equipment return bin on the Dirty Side dock.
   - LAR personnel will retrieve and process soiled equipment through the Painter Center Cage Wash facility.
Persons Responsible
All

Purpose
To describe the common use animal procedure room reservation process and to identify and standardize the housekeeping procedures required to minimize the potential for the cross-contamination of pathogens and to maintain both biosafety and biosecurity.

Safety Considerations
NOTE: THE PI IS RESPONSIBLE FOR THE SAFETY AND TRAINING OF THEIR LABORATORY PERSONNEL.

Procedure
LAR maintains multiple common use animal procedure rooms including, but not necessarily limited to, the Painter Center Surgical suite (D122, D124, D124A, D124B), The Painter Center Necropsy room (D104), the Painter Center Procedure rooms (C113, D118) and the Physiology Building Surgical Suite (121, 121B). These rooms are available to investigators and LAR staff by reservation on a “first come-first served” basis from the LAR Veterinary and Technical Services department. Charges apply for the room, any LAR equipment/supplies and/or any LAR technical assistance required.

Make a Reservation:
1. Contact LAR to request a reservation.
   1.1 LAR Veterinary technician.
   1.2 LAR Receptionist.

2. Request the desired room, date and time.

3. Wait for verification of the reservation from LAR. The reservation is entered into the Animal Procedure Room Reservations book.

4. Make arrangements for any specialized equipment, supplies and/or technical assistance with the LAR Veterinary Technician.

Housekeeping: Housekeeping services in common use animal procedure rooms are provided by LAR, as required, before and after all scheduled procedures and are performed or coordinated by the LAR Veterinary Technician.

5. Clean the room prior to the scheduled procedure.
5.1 Remove all unnecessary equipment/supplies from the room.
5.2 Dust/sweep all surfaces.
5.3 Spray/wipe/mop all surfaces with a broad spectrum disinfectant.
5.4 Discard trash.
5.5 Document in the Animal Procedure Room Reservations Book.

6. Set up any requested specialized equipment, as requested.

7. Provide any technical assistance, as requested.

8. Re-clean the room following the scheduled procedure as described in 5.1-5.5 above.

Appendix
- Animal Procedure Room Reservations sheet

| Author: Elisa French BS, LATg—Veterinary Technician—LAR | Date: 9/12/2011 |
| Reviewed by: Steven K. Cary BS, LATg—Animal Care Specialist—LAR | Date: 9/14/2011 |
| Revision #1 by: Steven K. Cary BS, LATg—Animal Care Specialist—LAR | Date: 4/15/2014 |
| Reviewed by: Jessica Ayers DVM, DACLAM—Associate Director—LAR | Date: 4/15/2014 |

Add additional lines for each subsequent Review/Revision
Persons Responsible
All LAR Users

Purpose
To establish procedures for the use and maintenance of Biosafety Cabinets (BSC) and change stations in LAR facilities.

Safety Considerations
PRINCIPAL INVESTIGATORS (PI) ARE RESPONSIBLE FOR THE SAFETY AND TRAINING OF THEIR STAFF

Procedure
BSCs and change stations enhance biosafety and biosecurity during the performance of routine animal husbandry duties in both conventional and ABSL-3 biocontainment barrier settings. They provide an environmentally controlled work space as a complement to Individually Ventilated Caging (IVC) systems. Change stations are primarily, but not exclusively, used in conventional settings and BSCs are primarily, but not exclusively, used in ABSL-3 biocontainment barrier settings.

Conventional Rooms/Areas: BSC/change stations in conventional settings are used primarily by Animal Care technicians and occasionally by investigator staff.

1. Adjust any movable widow sash to the manufacturer recommended working height.

2. Turn on, and allow the BSC/change station to run for a minimum of ten minutes prior to commencing work.

3. Disinfect the work surface with a pathogen specific disinfectant.

4. Arrange any materials and supplies necessary for the desired procedure in and around the BSC/change station. Assure maximum air flow.

   4.1 Minimize the amount of materials and supplies placed in the BSC/change station at any one time.

   4.2 Keep all air flow grates and grids clear and free of materials, supplies and debris.

   4.3 Arrange materials and supplies in a “clean to dirty” directional flow.

5. Perform the desired procedure.

6. Remove any remaining materials and supplies.
7. Remove any debris, either manually or, if available, by vacuum from the work surface and disinfect with a pathogen specific disinfectant.

8. Raise the work surface weekly and remove any debris, either manually or, if available, by vacuum from the plenum below and disinfect with a pathogen specific disinfectant.

9. Replace pre-filters, if present, and/or clean any air intake screens at least monthly, or as needed. Bag and discard used pre-filters (see LAR SOPs Animal Room Housekeeping—ABSL-1 & 2 or Animal Room Housekeeping—ABSL-3, as appropriate).

**ABSL-3 Rooms/Areas:** BSC/change stations in barrier settings are regularly used by both Animal Care technicians and investigator staff (coordinate, as needed). The potential risk of exposure to contagious pathogens requires more stringent standards of training and behavior for technicians working in this setting (see IDRC SOP—Biosafety Cabinets).

10. Don appropriate ABSL-3 Personal Protective Equipment (PPE) (see facility specific SOP—ABSL-3/Barrier Entry/Exit).

11. Sign in and out on the ABSL3 Animal Room & BSC Log (see Appendix)

   11.1 The log is located on or near the BSC in non-Select Agent rooms.

   - Sign in/out only when the BSC is used.

   11.2 The log is located at the entrance to Select Agent animal rooms.

   - Consult the log to determine the “Time Out” of the previous user/organism.

     - Allow twenty minutes of normal room air exchanges prior to entry without additional PPE.

     **OR**

     - Don a Purified Air Powered Respirator (PAPR) for immediate entry.

   - Sign in/out whether or not the BSC is used.

Enter:

11.3 Your Name
11.4 The Date
11.5 The “Time In”
11.6 The “Time Out”
11.7 The Organism in Use and/or the Reason for Entry
11.8 The PAPR #, if one was used
11.9 Was the BSC Used? (Y/N)

12. Proceed as described above (steps 1-9) with the following adjustments and additions.

12.1 BSCs in some ABSL-3 containment facilities are intentionally maintained “on” and running, 24 hours a day and seven days per week, as a component of normal air flow management.
12.3 Cover the BSC/change station work surface with absorbent liner.
12.4 Minimize disruptions to air flow patterns around the BSC.

   - Minimize traffic around the BSC.
• Work slowly and deliberately.

Appendix:

• ABSL-3 Animal Room & BSC Log

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<td>Reviewed by: Jessica Ayers DVM, DACLAM—Associate Director—LAR</td>
<td>Date: 7/3/2014</td>
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Add additional lines for each subsequent Review/Revision
# ABSL-3 Animal Room & BSC Log

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