



## THE UNIVERSITY OF TEXAS AT AUSTIN

### ANIMAL RESOURCES CENTER

2701 Speedway · Austin, TX 78712-0136

(512) 471-7534 · FAX (512) 471-4336 · [www.utexas.edu/research/arc](http://www.utexas.edu/research/arc)

### ANIMAL FACILITY ACCESS POLICY

10/15/18

**General requirements:** All faculty, staff and students will be issued an access card by the ID Center. After they have obtained written approval from both their home department and the Animal Resources Center they will be given access privileges to the animal areas relevant to their responsibilities. The access card is for the individual's own use. It is not to be loaned or passed on to anyone at any time. When in a controlled access building or area, the individual should carry their valid access card as well as another form of picture I.D., such as a driver's license or government-issued ID card. These ID's are to be shown to a UT Police Department officer upon request. If the access card should fail to function as expected, please bring it to the ARC business office and the status can be checked. The access card is to be returned to the issuing department upon an individual's termination of employment or completion of the school term. Loss or theft of the access card should be reported to the issuing department and to the ID Center immediately at 471-4334 or by using the online "Lost/Stolen ID Deactivation" web page at <<https://utdirect.utexas.edu/idcenter/lostid/lostid.WBX>>. In some situations a key and/or PIN number will be issued for specific room access. These keys and access codes are issued only for the use of the specific individual that signs for them and must not be shared with others.

**Visitors:** There are specific procedures in place for access to animal housing and use areas by visiting faculty, outside contractors, etc., and these visits must be approved in advance. ALL visitors must register at the front desk of the ARC building prior to entering the animal care areas in that building. Visitors to other animal facilities must arrange to meet with an ARC supervisor or manager at the entrance. NOTE: If visiting faculty (or other non-student, non-employee visitors) will be actively participating in a research project, there are additional requirements, as described at <<https://provost.utexas.edu/policies-and-resources/guidelines-for-visitors-research-laboratories>>. PIs requesting access for such individuals should directly contact the ARC Director at x1-2392 to discuss the options.

**Minors:** Children under 15 years of age are permitted only in lobby/office areas and the general circulation hallways of the ARC building and will not be allowed to participate in a facility tour or to enter other animal facilities. A parent, guardian, or other responsible individual (e.g., a teacher with a signed parental permission slip) must accompany those under 18. If UT faculty and staff wish to escort visitors into the animal facilities without participating in a formal tour scheduled with the ARC, they must discuss this visit with the ARC management in advance. For more information on minors visiting research laboratories (including all animal facilities), refer to section III.12 (Minors in Laboratories) of the EHS Laboratory Safety Manual available at: <<https://ehs.utexas.edu/programs/labsafety/documents/Lab-Safety-Manual.pdf>>

**Recording devices:** Anyone using tape recorders, video recorders, cameras, etc. to record audio or video in a secured animal facility must receive prior approval from the Director, a Clinical Veterinarian, the Facilities Manager, or the Training/Compliance Manager. This includes webcams and camera phones.

**Handguns:** Concealed handguns are NOT allowed in campus animal facilities, as per the UT-Austin Handbook of Operating Procedures #8-1060. Required signage is posted at all entrances. Comprehensive information on this subject can be found at this URL: <https://campuscarry.utexas.edu/>

**Contact information:** The ARC individuals authorized to approve visits, the use of recording devices or special visitor access are the Director, the Facility Manager, a Clinical Veterinarian or the Training/Compliance Manager. For more information about these policies or to request approval, please contact the main ARC office in the ARC building by calling 512-471-7534 or by faxing to 512-471-4336.