

## **ARC Access Control SOP**

UMBI's Institutional Animal Care and Use Committee (IACUC) has established criteria for authorized access and authorized entry to the UMBI-Center of Marine Biotechnology's Aquaculture Research Center (ARC). For the purposes of this document, the following definitions are used:

1. **Access** is defined as *all Center-authorized electronic card-based access, key code access, or standard lock-and-key access to ARC.*
2. **Entry** is defined as *all other escorted movement into the facility by visitors without prior training or completion of the fully authorized ARC Director-based access approval process.*

### ***Electronic Access Authorization Procedure:***

1. All UMBI personnel will adhere to a strict authorized signature requirement for obtaining access approval for ARC.
2. Authorized ARC access requires the signed approval of the UMBI-COMB ARC Director (or his/her designee). The UMBI-COMB ARC Director, or his/her designees, will retain the ultimate authority and responsibility for ARC, including access and facility use decisions. The number of signature designees will be limited to two people.
3. Only properly trained personnel will be granted ARC access, with the exception of essential staff, the Institutional Official reporting to NIH OLAW and the IACUC, and emergency personnel with a specific facility mission. Access approval will be granted to trained PIs and their staff with approved IACUC protocols and authorization numbers, or to those working with non-IACUC-regulated invertebrate animals.
4. In addition to UMBI-COMB laboratory safety training, users with IACUC approved animal use protocols are required to receive additional animal care training to include at a minimum species-specific, IACUC approved animal use protocol-based instruction and online training via the Collaborative Institutional Training Initiative (CITI) course (<http://www.citiprogram.org>). Verification of training is required.
5. ARC access privileges carry an implicit acceptance of responsibility for animal and personnel safety. Failure to adhere to NIH OLAW guidelines and IACUC-sanctioned facility rules and safety guidelines will result in immediate termination of ARC access. Reinstatement of access privileges will be at the sole discretion of the UMBI-COMB ARC Director.
6. Personnel authorization for ARC access will be reviewed by the UMBI-IACUC as part of the semi-annual facility review process. Personnel access rolls will be updated/purged, as necessary, as part of this review process.

### ***Escorted Entry Procedures:***

1. ARC is an animal facility subject to strict NIH OLAW guidelines implemented for the health and safety of all animals and personnel. All persons entering ARC (either via the

‘access’ or ‘entry’ processes) must follow the instructions of their trained host. Failure to follow instructions will result in immediate removal from ARC.

2. ARC escorted entry requires written approval by the UMBI-COMB ARC Director or his/her designee. To gain visitation entry, visitors are required to send a request in writing or via email to the ARC Director at least 48 hours ahead of the requested time of visitation. Entry approvals will be granted only for valid reasons, after consultation with relevant ARC staff and PIs to ensure the safety and welfare of the animals is not jeopardized by the visit. For these reasons, the UMBI-COMB ARC Director (or his designee) is the only person who may grant entry.
3. Once a visitation is granted and scheduled, all visitors are to be accompanied and escorted while in ARC by trained authorized personnel
4. Unescorted visits are prohibited. The number of visitors per visitation will be restricted to 10 (or fewer) people per trained escort. Visitations will also be limited in scope and movement, i.e., some areas of ARC may be off limits.
5. Visitors shall conduct themselves in a safe and courteous manner while in ARC to prevent interfering with operations and scientific research, to ensure their own safety, the safety of ARC scientists and personnel, and the welfare of the research animals.
6. Visitors are not permitted to handle or manipulate, i.e., capture with net, research animals nor place their hands or objects in aquaria or tanks while in ARC.
7. ARC escorted entry will not be used to circumvent the authorized access and training process.
8. ARC ‘entry’ will be documented in a reviewable log (to be reviewed by the UMBI IACUC during semi-annual facilities inspections) to evaluate adherence to OLAW’s ‘restricted access’ definition.

The procedures and processes described above are intended as the sole means of ‘access’ and ‘entry’ to ARC. As noted, the processes and procedures described above have been implemented for the safety and security of all animals and personnel in ARC. Failure to abide by the processes and procedures described above will constitute a violation of UMBI IACUC policies and will be reported to UMBI IACUC.

***Background:***

UMBI IACUC criteria for authorized access to ARC.

ARC is considered a restricted access animal facility and working laboratory for IACUC purposes. However, UMBI has State-mandated missions in economic development and outreach-education, as well as research. ARC plays a central role in these missions and UMBI and COMB have always considered it to be a multi-use demonstration facility, as well as a restricted access facility. This dichotomy of uses, and the coordination of legitimate and simultaneous missions within the facility, requires clearly defined criteria and guidelines for personnel access. The above text establishes a written framework for ARC access criteria and allowable facility use.

ARC is located on the ground (first) floor of the Columbus Center building in downtown Baltimore. Entry to the Columbus Center and movement within the building is monitored 24 hours per day/365 days per year by security personnel (front entrance and loading dock at the

building rear), assisted by an electronic card-based building-wide electronic security system and camera surveillance.

The ARC is equipped with an electronic access system at all standard personnel entrances. Access to the facility is gained by activating an electronic card reader with a UMBI-issued electronic access card/ID badge. Entry to the facility is recorded in UMBI's security database system. Exit from the ARC is not electronically-restricted or recorded. All personnel conducting research within ARC are required to receive UMBI IACUC-sanctioned training (person-to-person instruction and online CITI course) and obtain the UMBI-COMB ARC Director's (or designee's) written approval prior to receiving electronic access to ARC. Many COMB researchers (e.g., microbiologists and others not working with animals) and administrators don't have ARC access and must be accompanied by an authorized person if they want to enter the facility.

However, UMBI and COMB also conduct numerous tours of the facility for a broad range of people (including K-12, university, and teacher-training groups, legislators, venture capitalists, aquaculturists, fishermen/watermen/sportfishing groups, etc). Although many of these people would not be offered tours of our "chemistry/biology labs", because of liability issues (chemical hazards, radiation use, etc), the multi-use purpose of our ARC facility encourages such 'experiential learning' through on-site visits. The current practice of COMB is to allow authorized and guided site tours of ARC, as long as such tours do not conflict with animal or personnel safety, research activities, or institutional compliance with federal IACUC guidelines.

COMB's current practice is to allow authorized and guided site tours of ARC, for the purposes of economic development or education-outreach, as long as such tours do not conflict with animal or personnel safety, research activities, or institutional compliance with federal IACUC guidelines. The following criteria will guide the ARC 'entry' of all untrained personnel (*'untrained' refers to individuals who have not completed the formal access authorization process or animal care training.*

**ARC Authorized Entry and Authorized Entry Procedures**

