

CONFIDENTIAL**ENTERING, WORKING AND VISITING NUS ANIMAL FACILITIES****1. Policy Statement**

As the security of animals directly impacts their welfare, housing facilities must be secured with controlled access.

2. Definitions

Authorized personnel	Personnel who have completed the facility specific orientation and granted access to the animal facility.
Comparative Medicine (CM)	Facility which provides professional and technical services for laboratory animal care.
CM managed facilities	Central holding vivaria managed by CM.
NUS Animal Facilities	Facilities approved by the NParks Animal and Veterinary Service (AVS) for the keeping of animals for more than 24 hours. It includes CM managed facilities and all other satellite facilities such as DBS fish facility, the St John's Island National Marine Laboratory (SJINML) Animal Research Aquarium (ARA) and the Animal Biosafety Level 3 (ABSL-3) within BSL-3 Core Facility, Yong Loo Lin School of Medicine.
Satellite Facilities	Non-CM managed animal facilities which hold animals for more than 24 hours.

3. Scope

This document delineates the overarching responsibilities and obligations of all personnel entering, working or visiting NUS animal facilities. These include research staff, post-docs, graduate students and undergraduate students. It also includes non-NUS personnel such as attachment students, work contractors, vendors, AVS inspectors and AAALAC site visitors etc.

In addition to this policy, all personnel entering NUS animal facilities must comply with each facility's specific SOP on entry requirements.

4. Guidelines**4.1. General guidelines for all personnel entering NUS Animal Facilities.**

1. Non-authorized personnel are strictly prohibited from tailgating or using another's access to enter an animal facility
2. Must not bring unauthorized personnel into the animal facility.
3. Must follow Personal Protection Equipment (PPE) requirements of the facility.
4. May only enter areas approved by the facility.
5. No photography, videography or audio-recording, except with prior approval from IACUC. Please refer to IACUC policy [P210 Visual and Audio Documentation of Research Animals and Animal Use Areas](#) for more details. .

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6. No items may be brought into the facilities unless adequately disinfected.
7. It is the responsibility of the PI and laboratory personnel to inform the facility in advance to facilitate planning for use of:
 - a. [regulated item\(s\)](#) newly approved in a protocol and/or amendment.
 - b. approved [regulated item\(s\)](#) for the first time.

Examples of regulated items include laser equipment, new infectious agents/regulated hazardous material etc. If unsure, please approach the Facility Safety and Health Team for advice/information on controlled items.

4.2. Additional requirements for personnel who will be handling live animals.

1. Must have completed appropriate Responsible Care and Use of Laboratory Animals (RCULA) training.
2. Must be listed in the IACUC approved protocol under which live animals will be handled.
3. Must have Occupational Health (OH) clearance.
4. Must have completed relevant ORMC online safety training.
5. Must have completed the official facility-specific training and orientation given by facility personnel/designate. Please refer to section 4.3 below for additional requirements if the personnel handling live animals are non-authorized personnel i.e. personnel who have not completed the facility orientation and not given access to the facility.
6. NUS undergraduates must comply with ORMC directive [#0701 NUS Safety Directive Access to and Supervision of Undergraduates in Laboratories for Project or Research Work i.e.:](#)
 - a. will not be given unrestricted access to animal facilities.
 - b. will not work unsupervised in the facility. They must be supervised by the PI or his/her nominee, provided the nominee is competent to carry out such supervision and agrees to do so.

4.3. Additional requirements for non-authorized personnel

1. A visitor form request must be submitted by the NUS host and approval must be obtained from the facility before the visit. The facility reserves the right to decline or limit the number of visits or visitors, duration in the facility and may request for additional OH requirement for area of visit. A sample of a Visitor Application and Declaration Form can be found in Annex A.

Note: the actual form might differ for different facilities. Facilities should keep a record of visits by non-authorized personnel.

2. Must be escorted at all times in the animal facilities, by authorized NUS personnel.

4.4. Exemptions

IACUC Compliance Officers and ORMC personnel, when carrying out their IACUC mandated/approved duties, are allowed to:

- a. photograph, video or audio record in the Animal Facilities for reporting purposes only.
- b. make arrangements with the facility to enter as and when required. .

5 References

1. [Guide for the Care and Use of Laboratory Animals. National Research Council, 2011.](#)
2. [Guidelines on the Care and Use of Animals for Scientific Purposes. National Advisory Committee for Laboratory Animal Research. 2022](#)
3. [ORMC Directive No. 0702: Authorized Access to Laboratories](#)

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6 Related documents/SOPs

1. [SJINML User Handbook](#)

Revision	Author	IACUC approval date
P105.01. Revisions to: 1. ensure policies are in compliance with the NACLAR Guidelines 2022 and the updated Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules 2004; and 2. up-to-date with current practices No revision needed.	CM	20 March 2023
P105.02. Revisions to: 1. develop an overarching policy to include satellite facilities. 2. update policy format. 3. add Annex A, a sample of a Visitor Application and Declaration Form.	IACUC Designated Reviewers Dr Chew Li Li	21 July 2025

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- Facility approval must be obtained for all visitors i.e. non-authorized personnel who do not have access to enter the animal facility.
- This Application Form is to be completed by NUS personnel, who serves as host, and submitted to the facility for approval. If the NUS host is not a facility personnel, the host must be listed on an IACUC-approved protocol AND have approved access to the facility.

Visitor Information

Visitor Name(s)	Organization	Title

Location to visit (Facility, level and species):

Date and estimated time of visit:

*Please underline applicable frequency: *one time visit **OR** *multiple visits (specify frequency):

**Please indicate any potential hazards or regulatory requirements to be met for the visit e.g. entry to ABSL-2 facility or use of Class 3/4 lasers etc.:

Purpose of Visit (please check):

Facility Tour	☐	Participate in animal procedure i.e. involve handling of live animals	☐	Maintenance/service for facility/equipment	☐
Workshop	☐	Procedure observation only (no handling of live animals).	☐	Others: (please specify)	☐

** Please expect longer processing time if additional clearance e.g. Occupational Health or laser license, is needed, for the visit.

NUS HOST/PRINCIPAL INVESTIGATOR INFORMATION

NUS Host	Email & mobile no.	Signature & Date
Principal Investigator (if applicable)	Email & mobile no.	Signature & Date

Terms and conditions:

- No visitors below 18 years of age are allowed.
- The PI and authorised personnel must ensure visitor(s) adhere to the IACUC Policy for Entering, Working and Visiting NUS Animal Facilities and the facility specific SOPs.
- Each visitor must sign the Facility Visitor Form and Health/Liability Declaration (see next page). The NUS host is to submit this to the facility prior to the visit.
- If medical/ORMC clearance is required, the PI and authorised personnel must ensure that the visitor fulfils the requirements prior to the visit.
- For non-NUS visitors, when applicable, the NUS host is responsible for ensuring the completion of the NUS Exclusion of Liability and Indemnity form for access to NUS facilities.
- The facility reserves the right to reject or limit the approval.
- By signing and submitting this form, the applicant and visitor(s) hereby give consent to disclose personal information to National University of Singapore, Comparative Medicine, under the Personal Data Protection Act 2012 and NUS Data Protection Policy. A copy of the policy can be found [here](#).

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☐ Approved
 ☐ Reject: Reason(s)

Name and Signature of person-in-charge

Date

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Name of Facility

VISITOR DECLARATION FORM – To be completed by the visitor

All visitors must comply with the [IACUC Policy](#) and Facility Specific SOPs to enter, work and visit NUS Animal Facilities.

I declare that:

- I will be escorted by NUS authorised personnel at all times.
- I will follow the facility's Personal Protective Equipment (PPE) requirements.
- I will not take photographs, videos, and/or audio recordings without IACUC approval.
- I will not bring items into the facilities, unless approved and adequately disinfected.
- I will not handle animals or anything that has been in contact with animals without IACUC approval.
- I will sign the Visitor Logbook at each entry and exit and sign the Risk Acknowledgement and Consent below.
- For visitors who will be in direct contact with or handling animal(s)/ hazardous agent(s), or will enter certain restricted area(s), medical clearance may be required, as determined by NUS Occupational Health Clinic (OHC).

Risk Acknowledgement and Consent

1. I understand that I am visiting the facility at my own risk. The risks include but are not limited to the following:
 - Laboratory animal(s) that may carry diseases transmissible to humans
 - Exposure to allergens, and allergic reaction(s) to laboratory animals may occur
 - Various compounds and agents used in the facility may be hazardous
2. Relating to the last risk, I will take note of all hazard information relevant to the area and follow all safety instructions to minimise risks.
3. A medical professional/physician will be consulted if there are any medical condition(s) (such as but not limited to infection, immunosuppression, or pregnancy) that could increase the level of risk, or if I develop symptoms after the facility visit.
4. The NUS staff leading the visit will be approached for advice or for further clarification pertaining to safety practices during the visit.
5. I must not be exhibiting signs of sickness such as fever, cough, cold, any flu-like symptoms, measles or measles-like symptoms, feeling unwell, or any other general signs of illness. Should I have those signs, I will refrain from entering/visiting the facility.
6. I agree to comply with the rules, regulations, instructions, and directions given for the visit, will co-operate fully with NUS and conduct myself at all times in a safe and responsible manner while visiting, failing which I acknowledge and agree that NUS has the right at any time to withdraw my participation in the facility visit.
7. I acknowledge and agree that NUS will not be held liable for any injury or death or for any property loss or damage I sustain as a result of my participation in the Event, unless caused by NUS' negligence.
8. I give consent to NUS (including its third-party service providers) to collect, use, disclose and/or process my personal data provided to NUS for the purposes of administering my participation in the facility visit.
9. By signing this form, I agree with the conditions set out in this document and acknowledge that I have been informed of all the requirements and the hazard(s) and I will comply with all instruction given by authorised personnel to minimise risk.

I confirm that I am at least 18 years of age; or that, if I am under 18, my parent/ legal guardian has also signed below.

Yours faithfully

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Name

Signature

Date

To be completed by Parent/Guardian

I, _____ of _____
name of * parent/guardian address

am the * parent/guardian of the above-named _____.
name of *child/ward

I consent to the said _____ taking part in the Facility Visit, and I agree to the
name of *child/ward

terms and conditions that are set out in this document.

***Parent/Guardian's Name :** _____

***Parent/Guardian's**
***NRIC/Passport No. :** _____
(e.g. XXXX678A)

Date : _____

Signature

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