COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURES
for
CARD ACCESS TO LAF FACILITIES

1.0 **PURPOSE:**
To outline the procedure for obtaining access to the Laboratory Animal Facilities (LAF).

2.0 **SCOPE:**
This procedure applies to Principle Investigators, graduate students, and technical staff who are engaged in research with laboratory animals as well as to facilities and emergency response personnel.

3.0 **PROCEDURE:**
3.1 A CM-LAF Access Request Form must be completed and sent to the LAF Office, 116 BEB, at the South Campus, cm-laf@research.buffalo.edu, fax # (716) 829-3249. The Access Request Form is available on the CM-LAF website at
http://www.buffalo.edu/content/dam/www/research/pdf/laf/accessRequestForm.pdf
and at the LAF Office.
3.2 All questions must be answered and the form must be signed by the Principle Investigator.
3.3 A photocopy of the UB Card must be attached.
3.4 For CTRC, a photocopy of the Kaleida Card and the Pass # on the back of the card must be attached.

4.0 **ACCESS POLICY:**
In order to periodically update the LAF Card Access Database, access will be provided according to the following criteria:
4.1 Principle Investigator (P.I./Faculty):
Three year period or up to appointment expiration date, or grant expiration date. PI's will be given 24 hour access to the first, second and third floors of the BEB Facility or all doors for Hochstetter Hall, Park Hall, Kapoor Hall, CTRC, or JSMBS. Access to the BEB basement facility may be granted for a limited time on special request. Access to SPF, BSL2, BSL3 areas at CTRC and JSMBS will be determined by individual need.
4.2 Technical Staff:
Three year period or up to appointment expiration date. Research Technicians will be given 24 hour access to the first, second and third floors of the BEB Facility or all doors for Hochstetter Hall, Park Hall, Kapoor Hall, CTRC, or

JSMBS. Access to the BEB basement facility may be granted for a limited time on special request. Access to SPF, BL2, and BLS3 areas of CTRC and JSMBS will be determined by individual need.

4.3　Students/Post Doc's:

One year period. Students/Post Doc's will be given 7 am to 7 pm access to the first, second and third floors of the BEB Facility or all doors for Hochstetter Hall, Park Hall, Kapoor Hall, CTRC, or JSMBS. Access to SPF, BSL2 or BSL3 areas at CTRC and JSMBS will be determined by individual need.

4.4　Facilities and Service Personnel:

One year period. Will be given access on an as-needed basis.

4.5　Visitors:

According to visitor conditions.

5.0　**DEVIATION:**

5.1　Individuals requesting access to CTRC will be given subdivided access based on need. CTRC access has been subdivided into the following categories: Imaging, Large Animal, Micro Pet/CT, SPF Barrier.

5.2　Individuals requesting JSMBS access has been subdivided by need based on the following categories: SPF, BSL2, BSL3

University at Buffalo
The State University of New York

COMPARATIVE MEDICINE & LAB ANIMAL FACILITIES
Access Request Form

Date _____

This form must be completed to request UB card access to the Laboratory Animal Facilities at the Biomedical Education Building (BEB), Hochstetter Hall, Park Hall, Kapoor Hall, CTRC, and JSMBS. This form together with a photocopy of the UB card or Kaleida Health Card for CTRC should be sent to LAF, 116 BEB at the South Campus.

Name: _____ Title: _____
          (Person requesting access)

UB Office Address _____ Department:

_____

Phone # : (_____)_____-_____   Email: _____   Emergency No. : _____

Need access to: ☐ BEB   ☐ Kapoor Hall   ☐ Hochstetter Hall   ☐ CTRC   ☐ Park Hall   ☐ RIA   ☐ JSMBS

Purpose of request: _____

Type of access needed: ☐ (Daytime M – F) ☐ (Daytime 7 days/week) ☐ (After work hours) Specify
_____

Expected duration: _____

PLEASE NOTE THAT ALL THE BELOW CRITERIA ARE REQUIRED BEFORE ACCESS CAN BE GRANTED.

Please note date completed. * Indicates required training or task.   For Office Use Only

Training or Task Completed	Date Completed	Links For Information
* IACUC CITI Training		http://www.research.buffalo.edu/iacuc/training/
* Enrolled in Occupational Health Program		http://www.buffalo.edu/content/dam/www/research/pdf/laf/OHMP_Enrollment.pdf
* Added to Protocol		
*Facility Orientation Completed		http://www.research.buffalo.edu/iacuc/training/
*All Training Labs as assigned by IACUC		

P.I. Name: _____ Protocol No.: _____

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P.I. signature